

STEELTON BOROUGH COUNCIL AGENDA

June 15, 2020

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Council Meeting Roll Call: President Proctor

Approval of minutes from previous meeting:
May 18, 2020

Public Comments for Agenda Items Only:

Approval of schedule of billing, requisitions, and change orders as presented for:
May, 2020

Presentations:

Mr. Corey Troutman, Susquehanna Accounting and Consulting, Inc. – The Strategic Plan

Mr. Randy Watts, HRG – May Engineering Report

Unfinished Business:

Anne Shambaugh Approval to Award Bid for Monument and Landscaping for Hygienic School Memorial

New Business:

Anne Shambaugh Ratification of Funds for Covid-19 Related Items in the amount of \$165.00 from May 18, 2020 to June 12, 2020.

Anne Shambaugh Discussion of Intergovernmental Agreement with Swatara Township for Use of their Compost Facility at an annual cost of \$981.70, payable quarterly \$245.43. contract will be effective January 1, 2021.

Anne Shambaugh Discussion of General Code Certification Center proposal for General Code Certification of Ordinances for a cost of \$3,229.00.

Anne Shambaugh

Discussion of Support Letters for Gaming Grant Applications.

Anne Shambaugh

Approval of BL Companies proposal for a Soil Management Plan.



The following items are for informational purposes and will not be discussed in this meeting, unless there are questions about the information therein contained.

Written Departmental Reports:

Fire Department and Ambulance
Police Department
Codes Department
Public Works

Communications: None

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

June 15, 2020

Present per Roll Call of the President:

Brian Proctor, President
Keontay Hodge, President Pro Tem
William Jones
William Krovic
Natashia Woods

Maria Marcinko, Mayor
Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Corey Troutman, Susquehanna Accounting
& Consulting Services
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Renee Drayton Bowers, Exec. Asst.
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Denae House and Mike Segina were absent with cause.

In compliance with Governor Wolf's orders regarding Covid-19, the Steelton Borough Council meeting was conducted by video/telephone conference. President Proctor opened the meeting at 6:30 p.m. by calling the roll of persons attending the meeting. Mayor Marcinko led the group in a Moment of Silent Reflection.

Council reviewed minutes from the May 18, 2020 meeting. Mr. Proctor requested that the name of the Auditing Company be corrected to read ZA instead of AZ. ***Mr. Jones moved that the minutes be approved with the one correction. The motion was seconded by Mr. Krovic and passed unanimously.***

Public Remarks on Agenda Items Only: No members of the public called in or sent information via email. There were no public remarks.

After review, ***Ms. Hodge moved that the schedule of billing, requisitions, and change orders for May 2020 be accepted. Mr. Jones seconded the motion. The motion passed unanimously.***

Presentations:

Mr. Corey Troutman, Susquehanna Accounting and Consulting, Inc. answered questions from Council regarding the Strategic Plan he presented at the last Council meeting. Ms. Hodge stated that she had some questions; however, she was unable to offer them at the time of the meeting. Mr. Proctor asked how many municipalities have participated in the development of a strategic plan and if they recovered 100% of their funding contribution. Mr. Troutman responded that he would have to inquire about the number of participants. He said the Plan is generally funded at 50%, with the municipality paying the other half. However, the Borough

was funded at 90%, with the Borough being responsible for the additional 10%. He also said the same cost share will be used from the beginning to the end of the program. Mr. Proctor asked if applying for additional funding would be used to implement the recommendations of the Consultants. Mr. Troutman responded, "yes." He further explained that the Council should complete the application and have it processed for the second round of funding. He noted that the form should tell that it is a part of the Strategic Plan and include a request for the same cost share. In moving to the next phase, Council needs to prioritize the recommendations to determine which steps from the Plan will be implemented. Mr. Wion added that Council could assemble a committee or use existing committees to review the Plan. The committee would then recommend which portions of the Plan should be implemented.

Mr. Troutman advised the Council to accept the Plan, which would allow the first grant to be closed. Council could then decide what it wants to do and apply for a grant to handle the implementation phase. ***Ms. Hodge moved that the Council accept the Strategic Plan presented by Susquehanna Accounting and Consulting, Inc. The motion was seconded Mr. Jones and approved unanimously.*** Mr. Proctor thanked Mr. Troutman for his work on the project.

Mr. Randy Watts, from HRG, presented the May 2020 Engineering Report. The highlights of the report were:

- Skate Park Phase II Project – The pre-construction meeting was held with the contractor May 27, 2020. He reported that work has begun on the project. The following actions have occurred: Arment has submitted the first Application for Payment. So far, the Company has mobilized the project, added the concrete seal on the Skate Park Phase I, removed the playground equipment and, erected construction fencing. ***Ms. Hodge moved, and Mr. Jones seconded the motion that the first payment to Arment Concrete for \$20,883.60 be approved. The motion passed unanimously.***
- The Hoffer Street Pump Station Improvements are on hold, pending the Borough's approval of the basis of design.
- Front Street Storm Sewer Relocation Project – A pre-construction meeting with Steel Works Development staff was held June 12, 2020. The HRG pre-construction meeting will be held within the next two weeks, after which construction will begin. HRG has submitted a Construction Administration/Construction Proposal for review and approval.
- The Sanitary Sewer Rate Study Project is not completed. The Company anticipates completion of the no later than June 19.

Mr. Proctor requested an update on the Bailey Street Project. He asked when construction will begin. Further, he noted that the bids contain two mobilization fees (mobilization means placing their equipment on-site). Mr. Proctor said he thinks only one fee should be paid. He and Mr. Watts agreed to review the bids for clarification.

Mr. Watts requested the Council approves the HRG Proposal for Management and Supervision of Front Street Storm Sewer Project Realignment Project. During the discussion of the project,

two issues were raised. The first issue was the high cost of the project. The Construction Administration proposal was \$15,433.00, and the Construction Observation proposal \$78,000.00. The Construction Observation cost is for a full-time, 40 hour per week person to observe and provide daily oversight of the project. Mr. Watts noted that the grant for Phase I does not require a full-time observer. He is not sure if Phase II of the project will require full-time oversight. In response to a question from Mr. Wion, Mr. Watts stated that he has the authority to state that the quote provided is a "not to exceed" figure. The second issue was whether or not the second part of the grant required a full-time observer. Mr. Watts was not sure whether or not it was a grant requirement. He informed Council that it must determine whether or not the observer should be full or part-time. Ms. Hodge recommended the decision be tabled until the necessity, time, and cost of the observer are clarified. She expressed concern about not exceeding a deadline, which would require re-advertising and bidding. Mr. Watts stated that water relocation is scheduled to begin on June 22, 2020, and will require two-three weeks to complete. Ms. Hodge stated that she will not hold up the decision, but her vote will be "no" because she does not understand the proposal as presented. Mr. Watts noted that the observer requirement must be obtained from Econ Partners, the entity that wrote the grant. Ms. Shambaugh stated that she would contact Econ Partners to get clarification. President Proctor declared that the issue tabled and scheduled for review at the next Council meeting.

Unfinished Business:

Anne Shambaugh requested approval of the proposal from T.R. Stoner to remove the existing basketball goals and install the new ones approved at the May 18, 2020 Council Meeting. Ms. Shambaugh stated this proposal was inadvertently missed at the last Council meeting. Proposal cost is \$6,645.00. ***The motion to approve the removal of the existing basketball goals and install new ones for a cost of \$6,645.00 was made by Ms. Hodge, and seconded by Mr. Jones. The motion passed unanimously.***

New Business:

Ms. Shambaugh requested that the Council ratify \$165.00 spent on Covid-19 related items between May 18, and June 12, 2020. She stated that the Borough has spent a total of \$4,539.00 to ensure the Borough meets the CDC requirement for a Pandemic. ***Ms. Hodge moved that the \$165.00 paid to comply with COVID-19 requirements be approved. Mr. Krovic seconded the motion, which passed unanimously.***

Ms. Shambaugh reviewed the proposed Intergovernmental Agreement with Swatara Township for the use of their Compost Facility at an annual cost of \$981.70. It is payable quarterly for \$245.43. The price of use is based upon the percentage used by the municipality. The Agreement will be effective January 1, 2021; however, the Township requested that the Borough respond by July 22, 2020. Ms. Shambaugh stated that the Borough is currently using the Facility for free. The Township is requesting payment to cover the cost of equipment maintenance and other cost incurred with maintaining the area. Other neighboring municipalities (Harrisburg, Paxton, Paxtang, etc.) were a part of the discussion of the use of the

Facility. Ms. Shambaugh wants the Agreement to ensure that the resident and businesses may pick- up compost for their personal use. Mr. Wion stated he was concerned about some legal issues in the Agreement. He also pointed out that the cost would be doubled, if Swatara Township is unable to get a grant to help support the Facility. Ms. Shambaugh noted that with that information, the \$ 981.70 or \$1,963.40 cost can be included in the 2021 budget. Mr. Proctor stated that any concerns should be directed to Ms. Shambaugh and the issue included on the agenda of the next Council meeting.

Ms. Shambaugh presented information regarding Change Order # 1.2020 from the General Code Certification Center for General Code Certification of Ordinances. The Borough has a balance of \$2,637.50 from the original contract. The additional cost for updating Ordinances from the years 2003-2019 is \$3,229.00. ***Ms. Hodge moved that the Borough accept the proposal from the General Code Certification Center to codify Steelton Borough Ordinances from 2003-2019, using the \$2,637 balance from the previous contract plus \$3,229.00. Mr. Krovic seconded the motion, which passed unanimously.***

Ms. Shambaugh opened the discussion of Support Letters for Gaming Grant Applications. She explained that she was not aware that there was a form or that the request needed to be approved by a committee before the preparation of her responses. There were two requests for sponsorship from the Borough. The first is "It's About Change," a program to open a transitional living facility for women in the Steelton area. The second is the Anglican Church of the Pentecost for the renovation of their historic building at 1500 Derry Street in Harrisburg. Ms. Hodge reminded Council of the first request for sponsorship made earlier in the year by Mr. Marv Redcross of CAVE LLC. Mr. Redcross is the Assistant Wrestling Coach at Steelton-Highspire High School and would like to expand his work with youth in the community. It was determined that Ms. Shambaugh would set up a video conference with the NEDC Committee and the three organizations seeking co-sponsorship. Following the meeting, the NEDC Committee will make a recommendation for action to the Council. Mr. Wion reminded the body that the meeting must be advertised so that the public can participate. Steelton Borough and the Fire Department plan to submit a grant request. The Police Department has determined that it would not compete with the other Borough entities for grant funds. Several Council members expressed their impression that a Request for Grant Co-Sponsorship Form had been developed. Mr. Proctor will discuss the form with Mr. Segina.

Ms. Shambaugh presented the proposal submitted by BL Companies for Soil Management of the Storm Sewer Replacement Project at the Steel Works site. Following discussion, it was determined by the body and the solicitor that the proposal should be referred to the Integrated Development Partners for action. It was also determined that the Borough's portion does not involve the need for Soil Management.

The Departmental and Committee Reports were provided for the information of the Council. However, President Proctor asked Departmental Heads if they had information to add to their written reports.

Department & Committee Reports:

Fire Department and Ambulance (Written Report).

Mayor Marcinko added information shared at the recent Fire Committee meeting:

- ✓ The Fire Department is in the process of having driver training. Wade Sheraer, Pat Snyder, and JR Miller are in the training program. Ms. Shambaugh is investigating whether or not Mr. Miller's retirement contract allows him to drive Borough vehicles.
- ✓ Recertification for 15 persons cost about \$2,000.00.
- ✓ 15 air packs were recertified.
- ✓ The Borough Fire Department will begin working with the Departments from Highspire June 8, 2020.
- ✓ The Department has had no training since the beginning of the Covid-19 pandemic.
- ✓ The Fire House will be open to the public starting June 19, 2020, with precautions in place.
- ✓ There have been 2-3 complaints per day about persons burning outside. The claims were received by the Fire Department and passed on to the Police Department for investigation and action.
- ✓ Andy Mahalchick's mother died, and the Mayor encouraged persons to send cards or other acts of condolence.
- ✓ Chief Vance has a health issue that will cause him to be absent from the Department on occasion.
- ✓ The Department has filed for PA Fire Commission insurance at a cost of \$ 8,200.77.
- ✓ The Fire Truck final payment of \$ 12,255 was paid on the Fire Truck. The Mayor saw the title, which is housed at the Department.
- ✓ There have been issues with people parking on the grass at the Boat Dock.
- ✓ There are concerns about people parking automobiles on 2nd Street at Pine and Walnut Streets, and partially on the grass and street along Pine Street. All these areas inhibit the passage of the Fire Truck and other equipment. The partial parking along Pine Street can cause water cut-off, which can block water for firefighting. The problem has been discussed with the Police Department and during previous Council meetings. Both bodies are looking for ways to remedy the problem.

Police Department (Written Report)

Chief Minium reported that the overtime shows an increase at this time, however, the Department is receiving over \$7100 in reimbursement to offset the overtime cost.

Codes Department (Written Report)

Mr. Curry had no additional information to add to the Codes Department Report.

Public Works (Written Statistical Reports)

There was no one to make additions to the Public Works Report.

Communications:

There were no communications presented at this meeting.

Public Comments:

Although the meeting date, time, and directions for participation were advertised, no public member participated.

Council Concerns:

The following concerns were expressed by staff and members of the Council:

There were no concerns expressed by Ms. Leggett-Robinson, Ms. Bowers, Mr. Curry, Chief Minium, or Chief Vance.

Mr. Jones thanked persons for calling and reminded everyone to stay in and stay safe.

Mr. Krovic advised persons to stay safe.

Ms. Woods declared the Steelton-Highspire Graduation Celebration a success. She thanked people for their participation and requested her Thank You letter be posted on the Borough website.

Mayor Marcinko presented several issues:

1. Information regarding the cancellation of Steelton Fest should be placed on the Steelton Fest Facebook page.
2. While on night patrol with Officer Alwine, she noted a hazardous dip in the sidewalk at 474 S 2nd Street. She discussed the problem with the residents who said the drop was caused by the Borough's repair of a sewer problem. Mr. Wion stated that the resident bears responsibility for the restoration of the sidewalk.
3. The Mayor asked Ms. Shambaugh when Street Sweeping will begin. Ms. Shambaugh said she was considering July 6, 2020, as a start date. Ms. Hodge expressed agreement with that date since it will give residents time to be notified, adjust, and regroup after the easing of the pandemic advisories. Mayor Marcinko noted she had told persons that the Council would make the decision.
4. Ms. Marcinko stated that the Borough will start to come alive. Local clubs are preparing to open Thursday, Friday, and Saturday. The clubs are opening with emergency extensions to their premises, and are slated to use CDC guidelines.
5. Finally, the Mayor announced that the One Month Café is opening, so there will be one successful café open in the Borough. It does not have a liquor license at this time.

Mr. Wion warned that the County is going green means moving to the 3rd stage of the pandemic precautions. Things will not go back to normal; therefore, people will have to wear masks and adhere to the 6 ft. distancing requirement. Ms. Hodge added that the leadership in the Borough must model proper adherence to the Covid-19 safety precaution in public venues.

Ms. Shambaugh announced the Borough will receive a \$ 5,600.00 refund from the Worker's Compensation insurance policy. The need for the return was determined during the audit. Chief Minium and Ms. Shambaugh are meeting to develop a protocol for the reopening of the Borough Building June 22, 2020. She plans to share the final recommendations with the Council via email.

Ms. Hodge expressed agreement with the building opening on June 22 rather than June 19, which is Juneteenth. She added that Black Lives Matter. It was noted that residents reported a problem with weeds at 328 South 4th Street. She instructed Mr. Curry to investigate and bring a resolution to the problem. An inquiry was made to Ms. Shambaugh about the progress of Summer Work Hours. Ms. Shambaugh reported that there are no issues with the union. The Public Works Department has already started working 6:00 a.m. to 2:30 p.m. She talked with other Municipalities and found their public work crews also shift to earlier hours to deal with the summer heat. The Public Works Department will return to regular hours September 8, 2020. The administrative staff is experimenting with the four day work week. Four ten-hour days (7:00 a.m. to 5:30 p.m.) started June 15, 2020. Ms. Shambaugh noted that Mr. Curry did not discuss the Codes Department Report; however, there was a drastic increase of violations reported in May. She anticipates that the June report will be better. Ms. Hodge agreed with the time changes and thought that staff should increase communication with Ms. Shambaugh if needed. She wanted to be sure that the team understood that the new hours was not an attack on the work schedule, but an effort to make things better. Noting that the Police Department experienced backlash because of a photo, she said that observation of the worst situation made people sometimes judge the whole. Ms. Hodge recognized Chief Minium for the positive relationships established with the children and other Borough residents. She thanked the Council for its work and ability to walk in unison during difficult times. Ms. Hodge expressed her appreciation of President Proctor's openness and willingness to work with her and teach her things about the Borough. Finally, she thanked the persons for participating in the meeting.

President Proctor – thanked everyone for coming out and doing their part. He thanked Mayor and Chief Minium for work behind the scenes repairing the public image, and moving the Borough forward. He noted that the Council is coming together as a team. In response to the Mayor's club comments, he instructed Ms. Shambaugh to prepare letters to clubs reminding them of the "no open containers" law. Clubs must serve alcoholic beverages only on their own property. He thanked persons for coming out. Mr. Wion's excellent work with the Borough was acknowledged. Mr. Proctor said he always thought of Mr. Wion as a grandpop to him. Thanked him for participating on the call and recognized his commitment despite the illness in his family.

Executive Session:

There was no Executive Session held during this meeting.

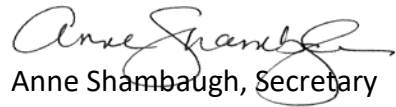
Other Business:

There was no other business addressed by the Council at this meeting.

Adjournment:

On a motion by Mr. Krovic, seconded by Ms. Woods and, unanimously agreed upon, the meeting was adjourned at 8.03 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anne Shambaugh", written in a cursive style.

Anne Shambaugh, Secretary