

STEELTON BOROUGH COUNCIL AGENDA

July 20, 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: June 15, 2020

Public Comments for Agenda Items Only:

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

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:

Kevin Fox, HRG

Sewer Rate Study.

Mr. Randy Watts, HRG

June Engineering Report.

ACTION ITEMS:

Approval to Pay Arment Construction Payment Application #2 for \$42,618.91.

Approval of Proposal for Construction Administration/Observation of Front Street Storm Sewer Realignment Project from Locust to Trewick Streets for \$51,843.00.

Discussion of proposed Change Order for Skate Park Phase II.

Unfinished Business:

Ms. Shambaugh

Discussion Regarding Changing the “Grantee” for the RACP Grant from the SEDC to the Borough of Steelton.

Mr. Wion

Approval of Resolution-R-2020-19 for Steelton Borough to Serve as Grantee of RACP Grant.

New Business:

- Ms. Shambaugh Approval of the Municipal Winter Traffic Services Agreement between PennDOT & Steelton Borough.
- Mr. Wion Approval of Resolution 2020-R-20 Authorizing Mr. Proctor to Sign the PennDot/Steelton Borough Agreement.
- Ms. Shambaugh Approval to Strike Unpaid Real Estate Taxes for 2017, 2018, and 2019 for 548 North Third Street.
- Mr. Wion Approval of the Amended Banking Resolution 2020-R-8 Between Fulton Bank and the Borough Authorizing the Sec/Treasurer; Asst. Sec/Treasurer; President, and Vice President Access to the Borough's Accounts.
- Ms. Shambaugh Approval of Gaming Grant Requests.
- Ms. Shambaugh Ratification of Covid-19 Travel Restrictions and Borough Building Closing
- Ms. Shambaugh Approve Facility Use Request.
Ruth Boyer – 8/8/2020 – East End Park
Derek Miller – 8/29/2020 – East End Park
Angela Martin – 9/13/2020 – Steelton Boat Dock
Angela Martin – 10/10/2020 – Steelton Boat Dock
- Mr. Wion Approval of Resolution-R-2020-21 Authorizing Agreement Between Dauphin County Land Bank Authority and the Borough of Steelton Regarding the Demolition of 158 ½ Daron Alley.

Communications:

- Dauphin County Planning Commission Greenway, Trails & Recreation Grant Request- Consistent with Commission goals.

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

July 20, 2020

Present per Roll Call of the Vice President:

Mike Segina, Vice President
Keontay Hodge, President Pro Tem
Denaë House
William Jones
Natashia Woods

Maria Marcinko, Mayor
Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Kevin Fox - HRG
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: Brian Proctor, William Krovic

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

Please Note: No residents were in attendance.

Public Comments for Agenda Items Only: There were no comments because no member of the public was present.

After review, ***Mr. Jones moved, and Ms. House seconded the motion to approve the minutes of the June 15, 2020 meeting as presented. The motion passed unanimously.***

After review, ***Ms. Woods moved and, Mr. Jones seconded the motion to approve the schedule of billing, requisitions, and change orders as presented for June 2020. The motion passed unanimously.***

The following Departmental and Committee reports were presented:

Fire Department and Ambulance submitted a written report, and there were no additional comments.

Police Department submitted a written report. Chief Minium added that the department reports are incomplete because the department has not received the financial information from the County.

Codes Department submitted a written report. Mr. Curry added that the software program for the Codes Department was fully installed and operational. The company is scheduled to provide training on the system on July 23, 2020. He also reported that 200 citations were written and waiting to be filed at the District Justice's Office. In response to Ms. Hodge's question, Chief Minium stated that the District Justice's office is behind in all functions because of COVID 19. The problems the Police Department and Codes Departments are experiencing are due to the DJ's difficulties getting the work completed promptly.

Public Works submitted written statistical reports. There were no additional comments.

Parks and Recreation Committee had no report. Mr. Jones asked if the Borough Parks will remain open or be closed. Ms. Shambaugh reported that the decision would be made per the Governor's directives. Issues to be considered are: if the County goes back to red, limits the number of persons that can assemble, and the difficulty of social distancing in the parks. All these circumstances will be considered when decisions are made.

NEDC Committee provided no formal report. However, information from the Committee will be presented by Ms. Shambaugh later in the meeting.

Stormwater Committee had no report.

Mayor's Report – the following items were reported by the Mayor:

- There is a concern about resident parking on the end of blocks, particularly at Front and Blueberry Alley. The yellow line has faded, and people are parking in that area. She asked that the line be repainted so that people recognize that they should not park there.
- She recommended that parking tickets be issued on River Alley when people are illegally parked. The Fire Department also raised questions about the parking problem. The illegal parking will inhibit the fire equipment from getting to areas to fight fires.
- Mr. Jeff Wright requested a Proclamation for Civil Liberties to be prepared. The Proclamation will be presented at a candlelight service. He also asked for an area of the Borough to be blocked off to accommodate the celebration. ***Ms. Hodge moved, and Ms. House seconded the motion that Frank Brown Boulevard, in the area of Second Street and Baily Street, be blocked off August 7, 2020, from 6:00 p.m. to 2:00 a.m. The motion passed unanimously.***
- The Ryan Mohn Run is scheduled for August 8, 2020. The Police Department is set to provide support to people participating in the Run.
- She thanked Ms. Shambaugh for ensuring that things were prepared for an Annual Boat Dock Party.
- The Boat Dock lighting is inadequate. She recommended that the light on the flag pole be repositioned to provide better lighting on the ramp. She further recommended the Boat Dock be painted. Ms. Hodge suggested the painting be referred to the Public Works Department.

- The Mayor received at least 50 calls about firework, in the Borough. She stated that the Ordinance should be enforced.
- She received several calls from residents near the Skate Park and referred them to Ms. Shambaugh and Mr. Proctor. Ms. Shambaugh acknowledged receipt of the information, reporting that residents were concerned about Phase II of the Skate Park development. She said she was working on their concerns. The paramount concern was parking. Ms. Shambaugh reported the addition of 12 parking spaces would provide some help with the problem.

Borough Manager's Report – Ms. Shambaugh decided not to present a report at this time. The items that she has will be handled late in the meeting. Ms. Shambaugh did report that two employees in the Public Works Department resigned. She is working with Kathy McCool and the Personnel Committee to complete the hiring process.

Ms. Hodge moved, and Mr. Jones seconded the motion that the Departmental and Committee reports be approved. The motion passed unanimously.

Presentations:

Mr. Kevin Fox from HRG was available to answer questions about the Sewer Rate Study presented at the June 15, 2020, Council Meeting. Mr. Fox reiterated information included in the Executive Summary of the Report. The Report stated after reviewing three rate structures, HRG recommends the Borough maintain its current rate structure; however, projecting an increase in operational cost and the need for capital improvements, the rate should be increased be instituted at a later date. ***Ms. Hodge moved, and Ms. House seconded a motion that the Rate Study be accepted, the sewer rate be increased by 3% in the fourth quarter of 2021, and annually thereafter. The motion passed unanimously.***

Mr. Randy Watts, Engineer from HRG, presented the June Engineering Report. The Report stated:

- Skate Park Phase II Issues
 - removal of the tot lot
 - parking
 - stormwater management control
 - installation of a sound buffer
 - the design and contract for development was awarded to Arment Concrete
 - Cost for construction is \$219,519.14
 - Cost for removal and disposal of tot lot equipment is no more than \$5,000.00
 - HRG is presenting two items for Council action
 - Approval of payment #2 to Armet Concrete
 - Consideration of a design change submitted by Arment Concrete
- Hoffer Street Pump Station Improvements
 - The design for improvements has been completed and submitted to Council for review

- Front Street Storm Sewer Relocation Project
 - EK Services is the contractor for the \$1, 274,596.95 project.
 - The pre-construction meeting between the Steel Works waterline relocation contractor, Shiloh Contractors, occurred June 12, 2020.
 - Shiloh Construction began work on the relocation on July 20, 2020.
 - A Pre-construction meeting with EK Services occurred on June 29, 2020.
 - EK Services will not begin construction until the relocation is completed.
 - HRG requests Council action on a proposal for construction observation.
- Bailey Street Park Improvements
 - Contractor TR Stoner will begin removing trees, and basketball pole replacement July 29, 2020.
 - Playground equipment replacement will begin when the equipment is available.

Mr. Jones moved, and Ms. House seconded the motion to accept the June Engineering Report. The motion passed unanimously.

Mr. Jones moved the Council approve Arment Construction Payment Application #2 for \$42,618.91. Ms. House seconded the motion, which passed unanimously.

Ms. Hodge moved that Council approve the Proposal for part-time Construction Administration and full-time Observation of Front Street Storm Sewer Realignment Project from Locust to Trewick Streets not to exceed \$ 88,243.00. Mr. Jones seconded the motion, which passed unanimously.

Council discussed the proposed Change Order for Skate Park Phase II. One change would be an expansion of 1500 sq. ft. for a "plaza lane" at the rear of the Phase II bowl section, at the cost of \$15,000.00. The second change in the Skate Park design would be the addition of a deck and railings around the existing bowl area for \$4,320.00. The work includes the removal of the chain-link fence and the construction of an observation/ safety deck made of pressure-treated and composite materials. The additional work requires another 44 days of work. The date for substantial completion would be November 15, 2020, and final work completion and payment date of November 26, 2020. ***Ms. Hodge moved that Change Order Number 1 Option A for Skate Park Phase II be approved for the cost of \$ 19,320.00, and the substantial completion date be changed to November 15, 2020, with a completion date of November 26, 2020. Ms. House seconded the motion, which passed unanimously.***

Unfinished Business:

Ms. Shambaugh and Mr. Wion reminded Council the Borough entered an agreement with Steelton Economic Development Corporation, and Steel Works to apply for a RACP Grant. A grant for \$1,500,000.00 was authorized for work at the Steel Works site. However, the listed grantee is the Steelton Economic Development Corporation. The grantor requires the grantee be an entity with full taxing authority. Since the Borough is the only party that has taxation authority, the grantee must be changed. ***Ms. Hodge moved Resolution 2020-R-19, Authorizing***

the Borough of Steelton to serve as the grantee for Redevelopment Assistance Capital Redevelopment Program Grant be approved by Council. Ms. House seconded the motion, which passed unanimously.

New Business:

Ms. Shambaugh requested Council approve the agreement between the Borough and PennDOT for Municipal Winter Traffic Services on State-owned roads for five years, with payment dependent on the quantity of snow removal. Mr. Wion presented a Resolution Authorizing the Council President to sign the agreement. ***Mr. Jones moved that the Agreement between Steelton Borough and PennDOT be approved through the approval of Resolution 2020-R-20 Authorizing Mr. Proctor to Sign the PennDot/ Steelton Borough Agreement. Ms. House seconded the motion, which was approved unanimously.***

Ms. Shambaugh presented a request from the Dauphin County Land Bank Authority to Strike Unpaid Real Estate Taxes on a property they are purchasing for demolition. Following the destruction, the property will be redeveloped. ***Ms. Hodge moved, and Mr. Jones seconded the motion that the unpaid 2017, 2018, and 2019 municipal portion of real property tax for 548 North Third Street be stricken. The motion passed unanimously.***

Mr. Wion presented an amendment to a Resolution approved at the January 21, 2020, Council Meeting. The Resolution amendment details persons who can conduct bank business and signals the bank's approval of changes made to the legal agreement. ***Ms. House moved, and Ms. Hodge seconded the motion that Council approves the Amended Banking Resolution 2020-R-8 Between Fulton Bank and the Borough Authorizing the Sec/Treasurer; Asst. Sec/Treasurer; President and Vice President to conduct Bank Business. The motion passed unanimously.***

Ms. Shambaugh introduced information regarding Borough support of gaming grant applicants. Ms. Shambaugh said on June 25, 2020, per NEDC Committee request, she held a video conference with entities asking the Borough to co-sign of their grant request. Mr. Redcross from CAVE, LLC, did not respond to the invitation to participate in the meeting. She presented information from the organizations that participated in the conference. This is the request for co-sponsorship:

1. The Fire Department is requesting a grant for \$10,000.00 for equipment.
2. Steelton Borough is requesting a grant of \$90,000.00 to build Brickyard Park.
3. It's About Change is requesting \$300,000.00 to begin operation of a transitional living facility for women at 381 South Second Street in Steelton.
4. OC Highway LLC is requesting \$133,121 toward developing a half-way house for men at 2100 Derry Street in Harrisburg.
5. Pop's House is requesting \$ 30,000.00 for repairs at the facility.
6. The Church of the Pentecost Anglican Church at 1500 Derry Street in Harrisburg is requesting \$300,000.00 for repairs to preserve this Historic Church.

One concern about the number of organizations co-sponsored by the Borough is the 30-minute time limit for presentations to the Application Committee. Mayor Marcinko suggested that Borough projects be presented before those being co-sponsored. Mr. Segina mentioned that with the pandemic, resources from gaming would be limited. ***Ms. Hodge moved, and Ms. Woods seconded the motion that the six requests for co-sponsorship be accepted. The motion was unanimously approved.***

Ms. Shambaugh requested Council ratify actions she has made at the Borough. ***Mr. Jones moved, and Ms. Hodge seconded the motion approving Covid-19 Travel Restrictions, and the July 24, 2020, Borough Building Closing. The motion passed unanimously.***

Ms. Shambaugh presented the following Facility Use Request for approval:

Ruth Boyer – 8/8/2020 – East End Park

Derek Miller – 8/29/2020 – East End Park

Angela Martin – 9/13/2020 – Steelton Boat Dock Pavilion

Angela Martin – 10/10/2020 – Steelton Boat Dock Pavilion

Ms. House moved, and Ms. Woods seconded the motion that Council approves the above listed requests. The motion passed unanimously.

Mr. Wion informed that Dauphin County Land Bank Authority sold 158 ½ Daron Alley to the Borough for \$1.00. The agreement with the Authority was that they would demolish the house. The Borough is in the process of closing the purchase of 158 Daron Alley. The action detailed in the Resolution will bring closure to the agreement on the 158 ½ Daron Alley transaction. ***Mr. Jones moved, and Ms. House seconded the motion approving Resolution-R-2020-21 Authorizing the Agreement Between Dauphin County Land Bank Authority and the Borough of Steelton Regarding the Demolition of 158 ½ Daron Alley. The motion passed unanimously.***

Communications:

Dauphin County Planning Commission sent a letter stating that the Greenway, Trails & Recreation Grant Request is consistent with the goals of the Commission.

No members of the public participated in the meeting; therefore, there were no public comments.

Council and staff expressed the following comments:

Mr. Jones, Ms. Woods, Ms. House, Mr. Curry, Chief Minium, Chief Vance, Ms. Bowers, Ms. Leggett-Robinson, Ms. Shambaugh, and Ms. Hodge expressed appreciation for those who participated in the meeting and encouraged all to stay safe.

Mr. Wion noted that an Executive Session was needed to discuss personnel matters.

Mayor Marcinko noted:

- There is a need for additional trash cans in the parks.

- The Governor's announcement that the state would not return to "red" at this time.
- An update on the 230 Project is needed. Ms. Shambaugh was asked to contact PennDOT to obtain that information.
- The Fire Department needs donations of bottled water.

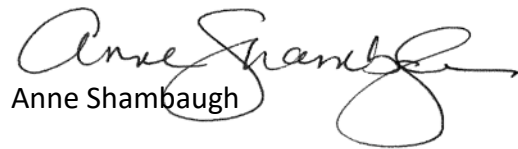
Mr. Segina stated that things were going well, and people were doing an excellent job despite the challenges presented by the pandemic.

At 8:30 p.m., Ms. Hodge moved, and Ms. House seconded the motion that Council move into Executive Session to discuss personnel issues. The motion passed unanimously.

At 8:50 p.m., Council moved back into Public session. Mr. Segina asked if anyone had any other comments or concerns.

Ms. House moved and Ms. Hodge seconded to end the meeting at 8:52 p.m. the motion passed unanimously.

Respectfully Submitted,


Anne Shambaugh