

STEELTON BOROUGH COUNCIL AGENDA
September 21, 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: August 17, 2020

Public Comments for Agenda Items Only:

Approval of schedule of billing, requisitions, and change orders as presented for:
August, 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)

Approval for use of Municipal Park September 26, 2020, 2:00 – 4:00 p.m. requested by
Kiera Fleming.

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Mr. Randy Watts, HRG

August Engineering Report.

ACTION ITEMS:

Approval of Arment Concrete Payment
Application #4 for \$59,592.60

Approval of Skate Park Phase II Change
Order #2 for \$2,000.00

Approval of EK Services Payment #2 for
\$343,270.21

Approve Payment of T.R. Stoner Invoice
#2005 of \$11,978.00 for work on the Bailey
Street Tot.

Approval of Change order #1A & #1B for a New Reduction of \$3,816.00 for the Stormwater Relocation Project.

Unfinished Business:

New Business:

Ms. Shambaugh

Discussion of Windstream Proposal for New Telephone System for Frederick Douglas Municipal Building.

Ms. Shambaugh

Approval of Training for Codes Department

Ms. Shambaugh

Approval to Transfer All Money in the Water Authority Fund to the General Fund. This Required Bank Account Transaction Results from the October 2019 Dissolution of the Water Authority.

Ms. Shambaugh

Discussion Regarding the Nebroski Property

Ms. Shambaugh

Approval of the First Addendum to the Stormwater Line Installation Agreement.

Ms. Shambaugh

Approval of Contract with Shiloh Paving to Grout/Flow Fill the Storm Sewer Line under the Dollar General Lot at the Steel Works Project at a cost of \$20,900.00

Ms. Shambaugh

Approval of Contract with BL Companies for Soil Management of the Storm Sewer Relocation Project. (DEP/EPA Requires Management of Soil Related to Storm Sewer Replacement Only).

Correspondence:

Dauphin County Board of Assessment

Change in Tax Assessment - 23 N 4th Street from \$55,500 to \$40,100 effective 01.01.21.

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

September 21, 2020

Present per Roll Call:

Brian Proctor, President
Mike Segina, Vice President
William Jones
William Krovic
Natashia Woods

Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Josh Sheets - HRG
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Keontay Hodge, Denae House, Maria Marcinko, and Renee Drayton Bowers.

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.

Public Comments for Agenda Items Only: There were no comments because no public member was present, nor had any member of the public telephoned or emailed questions or comments.

After review, ***Mr. Jones moved, and Mr. Krovic seconded the motion to approve the minutes of the August 17, 2020 meeting as presented. The motion passed unanimously.***

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

Departmental and Committee Reports:

Fire Department and Ambulance submitted a written report.

In addition to that Report, Mr. Segina said the 2020 Borough budget line item # 0141025 for \$ 5,500.00 was allocated to the Fire Department for training. The money allocated for medical training for firefighters has not been used. HACC has not been open for training because of the pandemic. The Fire Department would like to use a portion of those funds to make repairs at the Fire House. The cost of the repairs is \$3,000.00, leaving a balance of \$ 2,500.00 in the account. The remaining monies will be used for training, when available. ***Ms. Woods moved, and Mr. Jones seconded a motion to release \$3,000.00 from the Fire Department 2020 Training Budget to be used for repairs needed at the Fire House. The motion passed unanimously.***

Police Department (Written Report)

- ✓ Chief Minium said that **Let's Get Together** has asked to hold an event in Steelton. He attended their event at Reservoir Park, noting that it was peaceful and informative. At his request, **Mr. Jones moved, and Ms. Woods seconded the motion approving an event sponsored by Let's Get Together, October 17, 2020, on Locust Street between Second and Front Streets from 9:00 a.m. to 7:00 p.m. The event will promote Unity and highlight Social & Economic Injustice. The motion passed unanimously.**
- ✓ Upon Chief Minium's request, **Mr. Segina moved, and Mr. Jones seconded a motion to allow Black Lives Matter and Voice for the Voiceless to hold a Candlelight Vigil at Locust Street Steps, October 18, 2020, from 4:00 to 7:00 p.m.**
- ✓ Chief Minium announced a Free Flu Shot Clinic at the Franklin Douglas Borough Hall on October 17, 2020 -time to be announced at a later date.
- ✓ After a discussion initiated by Chief Minium, **Mr. Segina moved, and Mr. Jones seconded the motion that Saturday, October 31, 2020, 6:00 – 8:00 p.m. be declared the official Trick or Treat Night. The motion passed by a unanimous vote.** Following the vote, there was discussion about making a set date and time for Trick or Treat Night. Council made no decision.

Codes Department submitted a written report; with no additional comments.

Public Works the Department submitted written statistical reports. President Proctor noted that Mr. Keith Miller, Foreman of the Public Works Department, was excluded from attending the Council Meeting. Mr. Proctor stated that Mr. Miller should participate in the meetings from this date forward. Ms. Shambaugh noted that she would make sure he attends the next Council meeting. She added the following information to the statistical reports:

- ✓ New employees, particularly Sam, are doing a good job. The third employee has not reported to work because he is a first responder but will be on board as soon as possible. The staff is scheduled for Cleveland Brothers training on the Caterpillar equipment, including the front-end loader, backhoe, and paver. New employee training is at a beginner's level. Experienced staff will receive intermediate level training on that same equipment. Training should begin no later than the week of October 5, 2020.
- ✓ There is interest in getting staff certified on the equipment. The required training is expensive, and the person will be away from the job for two weeks. The Finance Committee will consider certification level training in the 2021 budget.

- ✓ Scott Washinger in the Sewer Department is training for certification as a Sewage Enforcement Officer. Having a certified Borough employee certified to conduct Sanitary Sewer inspections will eliminate the cost of hiring outside contractors.

Parks and Recreation Committee:

In the absence of Ms. House, the Committee Chair, Ms. Shambaugh gave the Report for the Parks & Recreation Committee.

- ✓ The contractor installed the Bailey Street Tot Lot's new equipment; however, it will not be ready for use until the week of September 27, 2020.
- ✓ Acer Paving will pave the basketball court the week of October 5, 2020. At that time, the Public Works staff will re-erect the chain-link fence and hang the basketball nets. The anticipated date for opening the basketball court is the week of October 19, 2020.
- ✓ The contractor ordered the fitness equipment, and the delivery date is forthcoming.
- ✓ The Committee has discussed distributing Trick or Treat Bags in the parking lot of the Frederick Douglas Municipal Building. The total cost of the bags should be no more than \$300.00. It also discussed having a Halloween Parade along Second Street from the Borough Building to one of the churches. After discussion, **Mr. Jones moved, and Mr. Krovic seconded a motion that the Borough sponsor a Halloween Parade (location and date to be announced).** Following the motion, Mr. Segina suggested having the parade earlier in the evening on Trick or Treat Night since the children would already be dressed and out. Mr. Proctor said the Committee would work out the details.
- ✓ Ms. Shambaugh confirmed that new basketball nets for Municipal Park are ordered.
- ✓ In response to a question from Mr. Proctor, Ms. Shambaugh said work on the Hygienic Elementary School Memorial is scheduled for the week of September 27, 2020. After discussion, Council agreed there should be a festive celebration for the opening of the Bailey Street Park with its new equipment and the unveiling of the Hygienic Elementary School Memorial at one time. The replacement of the Bailey Street Park rims and basketball nets will not be done until that time.

Mr. Proctor noted that once completed, the Borough will have some of the best parks in the area. He also said that the parks would be available for rental, basketball tournaments, skateboard tournaments, and other big events.

NEDC Committee – In the absence of Chair Ms. Hodge, Ms. Shambaugh shared the following information:

- ✓ Two units in the Franklin S. Brown Townhomes have received Certificates of Occupancy, and one of the units is occupied. The remaining four units will receive their Certificates of Occupancy within the month. A Ribbon-Cutting Ceremony to mark the completion of Phase I for the Townhomes will be scheduled for early October 2020.
- ✓ The Steel Works, LLC Project is moving forward. The Dollar General Store will break ground this week, and Senior Life is scheduled to break ground mid-October, 2020. There are plans to hold the Groundbreaking Ceremony sometime before October 5, 2020.
- ✓ Skate Park Phase II was completed and opened last weekend. Construction on the first Change Order will begin in two weeks.
- ✓ The settlement was reached on 158 Daron Alley on September 9, 2020. The demolition of the buildings is pending.

Stormwater Committee – Ms. Woods reported that there is no new information to share.

Mayor's Report – There was no report tendered in the Mayor's absence.

Borough Manager's Report – Ms. Shambaugh stated that information for her Report would be covered throughout the meeting.

Mr. Jones moved, and Mr. Krovic seconded the motion that the Department and Committee Reports be accepted as presented. The motion passed unanimously.

Mr. Segina also noted that the EMS report was missing two columns, average time en-route and dispatch on the scene. Mr. Segina reported that he received an email from Gerald Duke from the Dauphin County Regional Stormwater Commission, stating there will be a zoom meeting on September 30, 2020, at 6:00 p.m. Mr. Proctor wondered why Ms. Woods did not receive notice of the meeting. Ms. Woods stated that she is on the contact list but has not received any information about the Committee's activities. Mr. Proctor instructed her to contact Mr. Duke to ensure she gets all information about the Committee. Mr. Segina forwarded the email to her and Ms. Shambaugh during the meeting.

Ms. Kiera Fleming requested the use of Memorial Park for September 26, 2020, from 2:00 – 4:00 p.m. ***Mr. Segina moved, and Ms. Woods seconded the motion that Ms. Fleming is granted permission to use Municipal Park for the Birthday Party for One-Year-Old, as requested. The motion passed unanimously.***

Presentation:

Mr. Josh Sheets from HRG Engineering Firm was available to respond to questions regarding the August Engineering Report. The Report was prepared and submitted by Randy Watts. Mr. Proctor stated that he thought work on the park would be completed with seeding and installation of the new grills. Mr. Sheets reported that most of the work on the Storm Water Sewer was completed. There has been a holdup waiting for PPL to replace a utility pole on Trewick Street. Mr. Segina requested a discussion on the Capital Improvement Project regarding the pump station monitoring equipment. Mr. Sheets was unable to respond to the question.

Mr. Segina moved, and Mr. Krovic seconded the motion to approve the Engineer's Report. The motion passed unanimously.

The following actions were taken in response to the Engineer's Report:

Mr. Segina moved, and Mr. Jones seconded the motion to approve Arment Concrete Payment Application #4 for \$59,592.60. The motion passed unanimously.

Mr. Segina moved, and Mr. Krovic seconded a motion to approve the Skate Park Phase II Change Order #2 for \$2,000.00 from Armet Concrete. The motion passed unanimously,

Mr. Segina moved, and Ms. Woods seconded a motion to approve the EK Services Payment #2 for \$343,270.21. The motion passed unanimously. Mr. Proctor expressed his disappointment with the handling of the project by both E.K. Services and HRG. He said that he talked to Randy and Ed, representatives from HRG, about his disappointment.

Mr. Krovic moved, and Ms. Woods seconded the motion to approve payment of T.R. Stoner Invoice #2005 for \$11,978.00 for work on the Bailey Street Tot. The motion passed unanimously.

Mr. Segina moved, and Mr. Jones seconded the motion to approve Change Order #1A & #1B for a Reduction of \$3,816.00 for the Stormwater Relocation Project. The motion passed unanimously.

There was no Unfinished Business for discussion.

The following New Business was discussed:

Ms. Shambaugh said she and Mr. Segina reviewed a proposal from Windstream Enterprises for a new telephone system for Frederick Douglas Municipal Building and Fire Station. She explained that the equipment is outdated, and no entity can service the system. Also, currently, there is no service agreement or service contract for telephone service. She is raising the issue for informational purposes. The updating of the system will be a part of the Borough's 2021 budget. Mr. Segina echoed the concerns expressed by Ms. Shambaugh. Together, they will work to secure the most economical service.

At this point, Ms. Shambaugh asked if the Council would consider meeting twice a month to stay up to date on the budgeting process. She explained that lots of discussion, Resolutions, Ordinance, and proposals will occur during this time. The October meetings occur on the 5th and 19th of the month. Mr. Proctor agreed that during the budgeting months of October and November, the Council would meet on the first and third Mondays of the month. Mr. Wion noted he had comments about the Windstream service terms and agreements. He requested involvement in the review process. Ms. Shambaugh will provide the most relevant service terms and agreements to Mr. Wion. Ms. Shambaugh stated that a proposal will be ready for Council review at the October 5, 2020 meeting.

Ms. Shambaugh requested Council approve training for the Codes Department. Since the beginning of the pandemic, regular training has not been available. She has contacted Approved Code Services, owned by Mr. Irv Spoonhour, a well-respected Codes expert in the Commonwealth. She asked the company to provide training and oversight of the Department during October. The entire staff will get in-field monitoring and tag along visits with the Codes Inspector in the Mechanicsburg Borough. One goal of training at this time will be to help streamline the work of the Department. An increase in workload is anticipated as we move closer to the end of the pandemic. Hopefully, the inspections will help recuperate the loss of revenue. The exact cost of the training is unknown because it is based on the number of hours used. The training is \$120.00 per hour. We anticipate spending approximately \$ 5,800 of the \$7,000.00 currently in the Department's budget. Mr. Proctor stated that the Codes Department is doing a great job. He said that the unexpected departure of Mr. Singh left Mr. Curry in an awkward position; however, the Department has made every effort to meet the challenge. The training is designed to improve services already being rendered and will be a great resource to the Municipality. In conversations with the trainers, they seem eager to come in and help the Department. Ms. Shambaugh stated that, if approved, the first meeting will occur on September 23, 2020, and the training will begin the week of October 5, 2020. **Mr. Krovic moved, and Mr. Segina seconded the motion to approve training for the Codes Department. The motion passed unanimously.**

Ms. Shambaugh requested approval to transfer all money in the Water Authority Fund to the General Fund. The account needs to be closed with the October 2019 dissolution of the Water Authority. The account was left open to receive any outstanding delinquent bills or taxes. **Mr. Segina moved, and Mr. Krovic seconded the motion to close the Water Authority bank account and transfer the \$1,250,699.17 to the General Fund bank account. The motion passed unanimously.**

Discussion of the Nebroski property was moved to Executive Session.

Ms. Shambaugh presented a request for Council to approve the First Addendum to the Stormwater Line Installation Agreement between the Borough and Steel Works, LLC. The grant was to pay for the Stormwater Sewer Relocation Project and partial construction of Phase I of the development. The Addendum changes the disbursement of the RACP Grant. The initial agreement was that Steelton Borough would receive \$ 621,997.00, and Steel Works would receive the remaining \$ 878,003.00 of the \$ 1,500,000.00. The Addendum revises the division of the grant to \$ 428,019.00 to the Borough, and \$ 1,071,981.00 to Steel Works. The original figures were based on an estimated cost of the development; however, there have been revisions to the cost of the project. Getting the new figures to the Grantor for review will facilitate the acquisition of the funds. Mr. Jonathan Bowers from Steel Works attended the meet by phone to answer any questions posed by members of Council. **Mr. Krovic moved, and Ms. Woods seconded the motion to approve the Addendum to the Stormwater Line Installation Agreement. The motion passed unanimously.** Mr. Bowers thanked Council for its continued support of the project. He stated that Dollar General and Senior Life are moving forward with construction. He also stated that a Groundbreaking Ceremony will be announced soon. He is hoping that it will be held before October 3, 2020.

Following a question from Mr. Wion, Mr. Proctor and Mr. Segina stated that they did not have the updated Agenda and supporting documents. Ms. Shambaugh explained that the information was emailed to Council shortly after the Council Packets were sent to the Police Department for distribution.

Ms. Shambaugh requested Council approve a Contract with Shiloh Paving to Grout/Flow Fill the Storm Sewer Line under the Dollar General Lot at the Steel Works Project. Due to scheduling problems and other issues, the work was not completed promptly. The Dollar General Store has begun to prepare the foundation, and the work on the pipes cannot be completed as planned. Ms. Shambaugh explained that the standard procedure for installing a new storm sewer line is to crush and remove the old pipes before the installation of new pipes. A secondary and more expensive way to ensure the current pipes are entirely inoperable is to seal and block the pipes. The additional cost of doing this work was reduced from the initial Report of \$ 20, 900.00 to \$17,800.00. Ms. Shambaugh received three quotes before awarding the contract to Shiloh Paving, which presented the lowest proposal. Mr. Proctor asked why this work was not included in the original request. Ms. Shambaugh explained that the company thought the work would be completed prior to the beginning of the construction of the buildings. Mr. Segina asked if the bid was made and accepted, and now the additional cost is added if it should be a Change Order and a reduction in the original bid. Mr. Sheets was unable to answer the question but stated that the contractor will only be paid for the linear feet of pipe removed from the ground. Mr. Sheets was unable to supply the cost reduction of the original bid. **Ms. Woods moved, and Mr. Krovic seconded the motion that the Contract for Shiloh Paving Company to grout and flow fill the Storm Sewer Line at the Steel Works Project for \$17,800.00 be approved. The motion passed unanimously.**

At the June meeting, Ms. Shambaugh presented a Contract with BL Companies for Soil Management for the Storm Sewer Relocation Project. The company was to provide daily oversight and testing of the soil as required by DEP and EPA regulations. After a discussion with Mr. Wion and HRG, it was determined that the Borough will have to provide for some Soil Management. The requirement ensures that any dirt dug up is placed back in the vicinity from which it was removed. Because of its composition, no dirt can be moved from the digging site. Mr. Proctor asked why this contract was not included in the original bid. Mr. Wion explained that there was no reason to believe that DEP or EPA would make the requirement. It was known that oversight was necessary for water line replacement, but not for storm sewer replacement. Further, not hiring a soil management company places the Borough at risk for not meeting those requirements. Mr. Jonathan Bowers from Steel Works, said the BL Companies is currently on-site supervising the work done by Shiloh Construction Company. The bill from BL Companies, thus far, has been \$1,500.00. Steel Works will continue to be involved and cover the bulk of the cost. He stated that the concern now is how E.K. Services is handling the dirt. However, there appears to be an additional four weeks of oversight needed. Mr. Proctor again asked why this cost was not included in the original bid. Then he asked how much this additional contract will cost. Mr. Sheets said that the requirement from DEP and EPA are unusual, so were not expected. Ms. Shambaugh answered that at this point, the cost of this contract is unknown. The company charges by the hour, and there is no way to know how many hours are needed. Mr. Wion said that hopefully, the cost will not be high. Mr. Segina suggested a cap be placed on spending, so Council can monitor the expense. Mr. Wion said with the project already in operation, there might be legal repercussions for placing a cap at this time. To establish some payment controls, Mr. Segina suggested, and Mr. Proctor agreed that a monitoring system be put in place. **Mr. Jones moved, and Mr. Segina seconded the motion approving the contract with BL Companies to provide Soil Management for the Storm Sewer Relocation Project. Additionally, Ms. Shambaugh will assist the Council in monitoring the contract by informing Council when \$ 4,000.00 is spent. She will alert Council of each additional \$ 2,000.00 request for payment. The motion passed unanimously.**

Correspondence:

The Dauphin County Board of Assessment sent a Change in Tax Assessment for 23 North Fourth Street from \$55,500 to \$40,100 effective January 1, 2021.

There were no comments because no member of the public was present, nor has any member of the public telephoned or emailed questions or comments.

Council members made the following comments:

Mr. Wion noted that there would be an Executive Session to discuss real estate acquisition and personnel matters.

Mr. Segina thanked persons for attending the meeting. He also announced that the Finance Committee will hold Budget Meetings on October 1, 8, 15, and 22, 2020, at 6:00 p.m.

Mr. Proctor thanked Borough employees and Mr. Wion for their service. He stated that since Council will meet twice a month, Committees need to resume meetings to report their work to the Council. He thanked the churches and Winfield Funeral Home for making their facilities available to students in the morning, thus providing and them an opportunity to get out of the house and get assistance with their schoolwork. Mr. Proctor stated that he is happy to serve. He encouraged persons to continue to work and push forward with the planned projects.

At 7:55 p.m., Mr. Segina moved that Council move into Executive Session to discuss personnel issues and real estate acquisition. Ms. Woods seconded the motion, which passed unanimously.

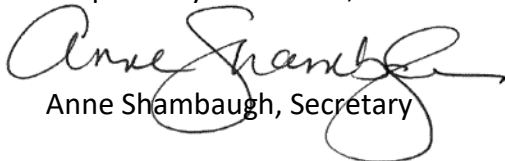
Mr. Segina moved that Council return to regular session at 8:26 p.m. The motion was seconded by Mr. Krovic and passed unanimously.

Mr. Segina moved that Council approves payment to Tyler Vaupel for 856 hours at \$ 15.00 per hour for work completed March 31, 2020, through September 19, 2020. The motion was seconded by Mr. Krovic and passed unanimously.

Mr. Segina moved that Council approve extending Tyler Vaupel's part-time employment of 30 hours per week at \$ 15.00 per hour until December 31, 2020. Ms. Shambaugh is approved to increase Tyler Vaupel's hours to 40 hours per week, not including benefits, upon an investigation of personnel law. The motion was seconded by Ms. Woods and passed unanimously.

Mr. Segina moved that the September 21, 2020, Steelton Borough Council Meeting be adjourned at 8:28 p.m. The motion was seconded by Ms. Woods and passed unanimously.

Respectfully Submitted,


Anne Shambaugh, Secretary