

Mr. Wion

Approval of Resolution 2020-R-30 Appointing Independent Auditor for Fiscal Year 2020.

Mr. Wion

Resolution 2020-R-28 Adopting New Sewer Usage Rate Charges

Mr. Wion

Approval Resolution 2020-R-29 Special Purpose Parking Permit for Howard Royal, 332 S. 2nd St., Apt. 2

Correspondence:

Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

December 7, 2020

Present per Roll Call:

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

Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Anthony Minium, Police Chief
Aaron Curry, Codes Officer
Keith Miller, Public Works
Renee Drayton Bowers, Exec. Asst.
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Keontay Hodge, Maria Marcinko, David Wion, and Gene Vance.

Others attending the meeting are Jonathan D. Andrews and Jonathan Bowers.

In compliance with CDC Guidelines regarding Covid-19, the Steelton Borough Council Meeting was conducted by video/telephone conference. President Proctor opened the meeting at 6:30 p.m. Ms. Shambaugh called the roll. A moment of silence was held in memory of Solicitor Wion's wife, Nancy, and former Councilman Jeffrey Wrightstone.

After review, *Mr. Segina moved, and Mr. Jones seconded the motion to approve the minutes of the November 16, 2020 meeting as presented. The motion passed unanimously.*

Public Comments for Agenda Items Only: Persons from the public were present but made no comments on agenda items.

At 6:34 p.m. Ms. Anne Shambaugh opened the virtual Public Hearing to amend Section 120-44 of the C-1 Town Center District by revising the specific standards of Subsection 23 (Entitled Mixed Use Buildings) to allow such buildings containing residential uses within a multistory building to allow residential use on any floor of the building, as long as certain criteria are met. Notice of this Public Hearing was duly published according to law. The proposed amendment was sent to the Steelton Planning Commission and the Tri-County Regional Planning Commission as required by law. Both Commissions responded with their recommendations in writing on the Borough.

Changes in Section 1 of the Ordinance set the revision of Chapter 120 (Entitled "Zoning") Article X (Entitled "C-1 Town Center District") Section 120-44 (Entitled "District Provisions"), Subsection B (Entitled "Uses Permitted"), by revising specific standards of Subsection (23) (Entitled "Mixed-Use Buildings"). The revision of Subsection 23 allows mixed-use buildings containing residential uses within a multistory building to use any floor of the building, providing that:

- A. The amount of the first-floor area devoted to nonresidential uses shall be no less than 33% of the total ground floor area of the building.
- B. Space for first-floor nonresidential uses shall be provided along no less than 67% of the horizontal distance of the primary façade of the building frontage directly adjacent to and oriented toward Front Street.
- C. Notwithstanding any other provisions to the contrary, the minimum habitable floor area for a dwelling unit shall be 400 sq. ft., except that any dwelling unit designed for and occupied exclusively by one person shall comply with Subsection 120-16.
Notwithstanding any other provision to the contrary, the maximum height shall be 55 ft.

Ms. Shambaugh asked if anyone from the public wished to make a comment about the proposed amendment. In response, Mr. Jonathan Andrews, a Land Use Attorney from McNees, Wallace & Nurick, LLC, spoke. He presented himself as a representative of Steel Works, LLC. He introduced Jonathan Bowser, from Integrated Development Partners, who was also present at the meeting. Mr. Andrews stated that Steel Works is a mixed-use project, explaining that it will have both business and residential areas. He acknowledged the original Ordinance showed the Borough's intention to have a commercial façade along Front Street. Accordingly, the project was committed to having a 2/3 commercial façade with the residential areas invisible from Front Street. Mr. Andrews noted that the Borough Planning Commission voted unanimously to allow the change in the Ordinance language. Ms. Shambaugh stated that she received written communication from the Tri-Regional Planning Commission supporting the amendment with the following recommendation – that the Borough actively upholds the Flood Hazard Plan. When asked, Mr. Bowser stated he had no additional comments. There were no questions raised by the Borough staff present at the meeting.

The Public Hearing regarding the Amendment to the Steelton Borough Zoning Ordinance concluded at 6:40 p.m., and the Council Meeting was reconvened.

Following the hearing, ***Mr. Segina moved that the Council adopt Ordinance 2020-4 Amending Chapter 120 (Entitled Zoning)...Revising the specific Standards of Subsection (23) (Entitled Mixed-Use Building. The motion was seconded by Mr. Jones and passed unanimously.***

Mr. Watts highlighted the Front Street Storm Sewer Relocation Plan contained in the November 2020 Engineer's Report. He said 1.) Phase II of the plan started December 1, 2020, and 2.) the contractor and Arcelor Mittal will work to complete their work by mid-December or early January. Mr. Watts requested approval of Supplement #1 to the Front Street Storm Sewer Realignment Project. The supplement is to provide additional payment to HRG work already completed on the project. ***Mr. Segina moved Council approve Supplement #1 for \$19,400.00. The motion was seconded by Mr. Jones.*** During the Question section of the action, Mr. Segina asked why the supplement was needed and why HRG presented the request for approval after completing the work. Mr. Watts explained that securing easement at the Turkey Hill and Nebroski properties took more time than anticipated. Keeping Council informed about problems incurred during the completion of a project and any additional cost should be a priority, according to Mr. Segina. Mr. Watts agreed to notify the Council of problems or extra

charges before the completion of the work. *The motion made by Mr. Segina, and seconded by Mr. Jones passed unanimously.*

New Business:

Ms. Shambaugh stated per Council's November 2, 2020 instructions, the Steelton Borough's Operating Budget was laid out for review for thirty days. No comments were received. Ms. Shambaugh requested Council approve the 2021 Operating Budget. *Mr. Jones moved Council approve the 2021 General Budget, Sewer Budget, and the Capital Improvement Budget for Steelton Borough as presented. Mr. Segina seconded the motion, which was approved unanimously.* Mr. Proctor thanked the Finance Committee for their four months of work on the budget. He also noted that the budget did not include a tax increase.

Ms. Shambaugh requested Council approve Ordinance 2020-5. The Ordinance lists the appropriations for the Borough's 2021 Fiscal Year. It was duly advertised as required by law. *Mr. Segina moved, and Mr. Jones seconded the motion to adopt Ordinance 2020-5 Appropriations for 2021. The motion passed unanimously.*

Ms. Shambaugh requested Council approve the 2021 Fee Schedule. *Mr. Segina moved, and Mr. Jones seconded the motion to approve the 2021 Fee Schedule. The motion passed unanimously.*

Ms. Shambaugh requested Council approve Resolution 2020-R-24. She said:

- ✓ The schedule was for 15.0 mills on each dollar of the assessed valuation on real estate, both non-farm land and buildings on the land,
- ✓ The Fee Schedule is included in the Budget revenue section,
- ✓ The schedule reflects no tax increase,
- ✓ The Resolution was advertised before being presented to the Council for approval.

Mr. Jones moved, and Ms. Woods seconded the motion that Council approves Resolution 2020-R-24 Fixing the Steelton Borough Tax Rate for Fiscal Year 2021.

Ms. Shambaugh requested Council approve Resolution 2020-R-25. She noted that the Resolution had been advertised as required by law. She reported the Resolution calls for a 2% discount for persons paying their taxes within two months of receiving the bill. A 5% penalty will be assessed for paying the taxes four months after receiving the invoice, and a 10% penalty for payment made six months after receiving the bill. *Mr. Segina moved, and Ms. Woods seconded the motion that Council approves Resolution-R-25 - Fixing Tax Discounts and Penalties on Tax Rates for the Fiscal Year 2021. The motion passed unanimously.*

Ms. Shambaugh requested Council approve a Resolution establishing salaries for non-union, non-uniform Borough staff. *Ms. House moved that Council approves Resolution 2020-R-26*

Establishing Annual Salaries, Hourly Wages, and Employee Benefits for Non-Uniform and Non-Union Employees for 2021. Ms. Woods seconded the motion, which passed unanimously.

Ms. Shambaugh presented a Resolution about the Steelton Police Pension Plan for Council's approval. *Mr. Segina moved, and Mr. Jones seconded the motion that Council approves Resolution 2020-R-27 Adopting the Borough of Steelton Police Pension Plan. The motion passed unanimously.*

Ms. Shambaugh requested Council approve the Audit Contract submitted by Zelenkofske Axelrod LLC. She discussed the contract, noting that the proposal was \$5,000.00 lower than the 2020 audit cost because of the Water Authority's dissolution. *Mr. Jones moved, and Ms. Woods seconded the motion to approve the 2020 Audit Contract with Zelenkofske Axelrod LLC – Financial Audit for \$45,000, the PA Department of Economic and Community Economic Development Audit for \$3,500, and Single Audit for \$8,000.00. The motion passed unanimously.*

Ms. Shambaugh requested Council approve Resolution –R-30, which formalizes approval of the contract. *Mr. Jones moved seconded the motion to approve Resolution 2020-R-30 Appointing Independent Auditor for Fiscal Year 2020 at a Financial Audit cost of \$45,000, the DECED Audit for \$3,500, and Single Audit for \$8,000.00. Mr. Segina seconded the motion, which passed unanimously.*

Ms. Shambaugh requested Council approve a Resolution regarding sewer rate changes, noting that the sewer rate increase will affect both residences and businesses. The Resolution states that the 1.5% increase beginning January 1, 2021, will be reflected in the May 2021 Sewer Bill. An additional 1.5% increase will become effective July 1, 2021, and reflect in the November Sewer Bill. *Ms. House moved, and Mr. Segina seconded the motion that Council approves Resolution 2020-R-28 Adopting New Sewer Usage Rate Charges. The motion passed unanimously.*

Ms. Shambaugh presented a Resolution for a Special Purpose Parking Permit to the Council for approval. The Resolution reflects the Traffic Study conducted by Detective Sergeant Shaub of the Steelton Police Department. Mr. Shaub stated that all provisions of the local law have been met. He stated that the first blue line should be painted approximately 31 feet from the southwest corner of Blueberry Alley and South Second Street and travel 31 feet south on South Second Street. The second line shall be pointed 20 feet from the first blue line or 51 feet from the southwest corner of Blueberry Alley and South Second Street and travel south for 51 feet. Further, the Borough should erect a sign establishing the parking space. *Mr. Jones moved that Council approve Resolution 2020-R-29 issuing a Special Purpose Parking Permit for Howard Royal, 332 S. 2nd St., Apt. 2. The motion was seconded by Ms. House and passed unanimously.*

There was no correspondence presented at this meeting.

There were no members of the public present at the meeting. Neither were comments sent by email, telephone call, letter, or texts for Council review or discussion.

Ms. House, Ms. Woods, Mr. Krovic, Ms. Shambaugh, Mr. Miller, Chief Minium, Ms. Bowers, nor Ms. Leggett-Robinson had concerns.

Mr. Jones expressed concern about persons living in Steelton staying safe and following CDC guidelines as outlined to stem the spread of Covid-19.

Mr. Curry reported that he received and approved a request to make a driveway cut in the rear of 305 North Front Street, entering and exiting on Lincoln Street. The proposal meets the requirements of the Zoning Ordinance. The owner agreed to modify the original plan to reduce the driveway's width from 40' to the maximum required space of 35'.

Mr. Segina reiterated comments made earlier by Mr. Proctor by thanking everyone who worked on the 2021 budget for their hard work and commitment to the process.

Mr. Proctor thanked persons for their work on the budget. He also thanked Ms. Shambaugh, Ms. Bowers, Public Works, and others who worked for the Christmas Tree Lighting Ceremony and the Food Drive's success. He expressed pleasure at the effort to reach out to the Borough citizens during this difficult time. He also thanked committee members who have continued to meet and carry out projects despite the pandemic restrictions. Finally, he explained that persons should be ready to accept current and forthcoming changes being made to improve the Borough's efficiency.

Mr. Segina moved that Council recess into Executive Session to discuss personnel issues and legal concerns. Ms. Woods seconded the motion, effective at 7:10 p.m., and approved unanimously by Council.

The Steelton Borough Council resumed regular session at 8:17 p.m.

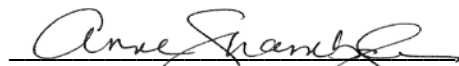
Mr. Segina moved Council to approve hiring Todd Mickey for the Public Works Highway position at \$15.00 per hour. Ms. House seconded the motion, which passed unanimously.

If needed by the end of the year, Mr. Segina moved Council authorize Ms. Shambaugh to advertise a Sewer Laborer position. Mr. Jones seconded the motion, which passed unanimously.

Mr. Segina moved Council to authorize Ms. Shambaugh to advertise the Public Works Director position in the 2021 Budget. Ms. House seconded the motion, which passed unanimously.

Mr. Segina moved, and Ms. House seconded the motion that the Steelton Borough Council Meeting Adjourn at 8:22 p.m. The motion passed unanimously.

Respectfully Submitted,


Anne Shambaugh, Secretary