

Steelton Borough Council Meeting

January 6, 2020

Present:

Keontay Hodge	Mayor Maria Marcinko
Denae House	David Wion, Solicitor
William Jones	Douglas Brown, Borough Manager
William Krovic	Anne Shambaugh, Asst. Borough Manager
Brian Proctor	Anthony Minium, Police Chief
Michael Segina	Eugene Vance, Fire Chief
Natashia Woods	Aaron Curry, Codes Officer
Olivia Palermo, Jr. Councilperson	Keith Miller, Foreman, Public Works
	Thommie Leggett-Robinson, Exec. Assist.
	Renee Bowers-Drayton, Admin. Assist

The meeting was called to order by Mayor Marcinko at 6:30 p.m., she led the body in the Pledge of Allegiance, and Moment of Silent Reflection.

The newly elected Councilmen sworn into office:

The Honorable Maria R. Marcinko administered the Oath of Office to the Honorable Michael Segina. During the Oath of Office, Former Mayor Tom Acri held the Bible.

The Honorable Maria R. Marcinko administered the Oath of Office to The Honorable William Jones. Mr. Jones' mother, Ms. Paula Evans, held the Bible as he repeated the oath.

The Honorable Sonya M. McKnight, Magisterial District Judge, administered the Oath of Office to The Honorable Keontay Hodge. Ms. Hodge's mother, Ms. Sonya Lynn Hodge, held the Bible as she repeated the oath.

The Honorable Sonya M. McKnight, Magisterial District Judge, administered the Oath of Office to The Honorable Denae House. Ms. Patin Bowers-Drayton held the Bible as she repeated the oath.

Following the ceremony, Mayor Marcinko opened the floor for nomination for President of the Council. *Ms. Hodge nominated Brian Proctor for the position of President. There were no more nominations; therefore, the nominations were closed. Mayor Marcinko called for a roll call vote:*

<i>Mr. Krovic – aye</i>	<i>Ms. Hodge - aye</i>
<i>Ms. House – aye</i>	<i>Mr. Jones - aye</i>
<i>Mr. Segina – aye</i>	<i>Ms. Woods - aye</i>

Mr. Proctor was elected President of the Council by acclamation of the Council.

Mayor Marcinko opened the floor for nomination for Vice President of the Council. *Mr. Krovic nominated Mr. Segina. Because there were no other nominations, the nominations were closed. The Mayor called for a roll call vote:*

Mr. Krovic – aye Ms. Hodge – aye

Ms. House – aye Mr. Jones - aye

Mr. Segina – aye Ms. Woods - aye

Mr. Segina was elected Vice President of the Council by a unanimous vote of the Council.

Mayor Marcinko then turned the meeting over to the newly elected President, Mr. Proctor.

Mr. Proctor thanked his colleagues for having faith in him to lead the Council. He then congratulated the newly sworn-in members. To keep the Borough moving forward, Mr. Proctor acknowledged the number of persons who attended the meeting and asked that more people come to the meetings. He then proceeded to move on with the election of Council Officers, appointments to positions, and other business pertinent to the operation of the Borough.

Mr. Proctor called for nominations for President Pro-Tem of the Council. *Mr. Segina nominated Ms. Hodge, and the motion was seconded by Mr. Krovic. A roll call vote was conducted:*

Mr. Krovic – aye Mr. Proctor – aye Ms. Woods - aye

Ms. House – aye Ms. Hodge - aye

Mr. Segina – aye Mr. Jones - aye

Ms. Hodge elected President Pro-Tem of the Council by a unanimous vote.

*Ms. Hodge moved, and Mr. Segina seconded the motion that Council approves **Resolution 2020-R-01** –Appointing Anne Shambaugh Borough Secretary and Borough Treasurer. The motion passed by a unanimous vote of the Council.*

*Mr. Segina moved, and Ms. Hodge seconded the motion that the Council passes **Resolution 2020-R-02** Appointing Rosemarie L. Paul Assistant Borough Secretary and Assistant Borough Treasurer. The motion passed by a unanimous vote of the Council.*

Ms. Hodge moved, and Mr. Jones seconded the motion that the Engagement Letter Agreement contracting David A. Wion, of Caldwell & Kearns, PC, as Solicitor for the Council be accepted. The motion passed by a unanimous vote of the Council.

Ms. Hodge moved, and Ms. Woods seconded the motion that Michael M. Miller of Eckert Seamans LLP, receive the contract as Solicitor for Police Negotiations. The motion carried by a unanimous vote of the Council.

Ms. Hodge moved, and Mr. Segina seconded the motion that the contract for Solicitor for Non-Uniform Negotiations be awarded to Michael M. Miller of Eckert Seamans LLP. The motion passed by a unanimous vote of the Council.

Ms. Hodge moved, and Mr. Jones seconded the motion that the offices of Herbert, Rowland & Grubic, Inc., of which Robert Grubic is President, be contracted to serve as the Borough's Engineers. The motion passed by a unanimous vote of the Council.

Ms. Hodge moved, and Mr. Segina seconded the motion that Aaron Curry continue employment as the Borough's Code/Zoning/Planning Officer. The motion passed by a unanimous vote of the Council.

The vote for the appointment of the Fire Chief and other Fire Department staff was tabled until after the Executive Session.

Mr. Segina moved, and Ms. Hodge seconded the motion that Conner Higgins be recognized as, and continue as, the Emergency Management Coordinator. The motion was passed by the unanimous vote of the Council.

Ms. Hodge moved, and Ms. House seconded the motion that Council Officially Adopt Robert's Rules of Order, 11th Edition, as the procedural guide, where applicable, used to conduct Council business. The motion was passed by a unanimous vote of the Council.

Mr. Krovic moved that the Council approve the Minutes from the December 16, 2019 Meeting. The motion was seconded by Mr. Segina and passed by a unanimous vote of the Council.

Mr. Wion explained to the Council and the body that the Borough Code sets a procedure for filling specified Borough Offices. If the Borough Council fails to fill the vacancy within 30 days, the vacancy is filled within 15 additional days by the Vacancy Board. The Vacancy Board consist of the Council and one registered elector of the Borough, who is appointed by the Council at the first meeting each calendar year. Mr. Wion requested that the Council approve the Resolution presented to comply with that Code. *Ms. Hodge moved, and Mr. Jones seconded the motion that Council adopts **Resolution 2020-R-03**, Appointing Stephen J. Shaver Chair of the Steelton Vacancy Board for Term Ending December 31, 2020. The motion passed by a unanimous vote of the Council.*

Mr. Wion presented a Resolution to fill a vacancy on the Zoning Hearing Board for the Council's consideration. *Mr. Segina moved, and Ms. Woods seconded the motion that Council adopts **Resolution 2020-R-04**, Re-appointing Brandon J. Flood to Zoning Hearing Board for Term Ending December 31, 2022. Due to personal reasons, Ms. Hodge abstained from voting. The motion passed by a majority vote of the Council.*

John Sheetz, HRG Engineer, was scheduled to present the December Engineer's Report. The report included the request that Council approves HRG's request for Payment #1 for the 2019 Sanitary Sewer Rehabilitation Project. The presentation was tabled until the next Council meeting.

Mr. Wion presented information regarding an immediate need for action following the December 16, 2019, Council meeting. At that meeting, Council voted to accept McNees Wallace & Nurick to represent the Council as Bond Counsel in the \$3 million loan transaction with Fulton Bank. The Agreement was signed by Vice President Segina, who presided over that meeting. It was determined that there might be a conflict of interest since McNees Wallace & Nurick represent Fulton Bank on some matters. Therefore, it was necessary for the bank and the Borough to agree that there would be no conflict in the company representing both entities for the loan. Further, should any litigation arise between the bank and the Borough, the law firm would withdraw from their representation, and other Counsel would be appointed. President Proctor clarified that loans were taken out by the Borough to pay for the moving of the sewer lines at the Front Street project. A loan \$3 million was previously approved for the project. Applications for grants have been filed to offset \$1.5 million of the loan. *Ms. Hodge moved that Council ratify Mr. Segina's signing of the December 17, 2019 Conflict Consent Request Letter with McNees Wallace & Nurick, LLC. Mr. Jones seconded the motion, which passed by a unanimous vote of the Council.*

Police Chief Minium requested that the Council extend the employment of a part-time (29 hours per week), temporary employee. He stated that the position was not budgeted; however, an additional Police Officer position is in the budget, but hiring for that position will not occur until mid-June or August. Therefore, money to fund the temporary position is available. *Ms. Hodge moved that Tyler Vaupel's part-time, temporary employment with Steelton Borough Police Department be extended for an additional 120 Days. Ms. House seconded the motion, which passed by a unanimous vote of the Council.*

Members of the Council expressed the following concerns:

Mr. Krovic thanked persons for attending the meeting and congratulated the new and re-elected members of the Council.

Ms. House, Ms. Woods, and Mr. Jones thanked persons for attending the meeting and wished those in attendance a Happy New Year.

Ms. Leggett-Robinson asked that any persons making remarks speak clearly into the microphone.

Ms. Bowers-Drayton had no comment.

Mr. Brown acknowledged that this is his last Council Meeting before the move to his new position with Dauphin County. He thanked both the established and newly elected Council Members for their support during the past four years. Mr. Brown acknowledged and thanked persons for the hard work it took to move Steelton forward. He noted that sometimes there were differences, but there will always be differences. However, he knew that persons on the Council care about and love Steelton, and want to do better for the town. He asked the Council to continue the spirit of cooperation in all future endeavors. He again thanked them for all the things they have done for him.

Ms. Shambaugh thanked members of the Council and the community. She stated that she looked forward to working with everyone to carry out all the fantastic work that Mr. Brown started.

Mr. Wion congratulated the newly elected/re-elected Council members. He stated that the previous Council had done exemplary work moving things forward. Mr. Wion thanked Mr. Brown for doing a yeoman's job during both of his tenures leading the Borough. As examples of Mr. Brown's work, he listed working overtime when necessary, securing grants, and pushing the Borough to move forward various actions for the Borough. However, he stated that Anne Shambaugh has an excellent background as a Borough Manager, and is sure that she will, with help from Doug initially, do an excellent job. He again thanked Mr. Brown and wished him the best of luck in his new position.

Ms. Palermo had no comments.

Mayor Marcinko congratulated Mr. Brown on his new position. She stated that she is grateful to Mr. Brown for keeping her and the Council out of the weeds during his tenure as the Borough Manager. She noted that he, along with a very insightful Council, moved the Borough forward. Congratulation was extended to Ms. Shambaugh and the Council, including the newly elected members. Further, the community should understand how free-thinking the Borough is and how they are trying to move the Borough in the right direction. She noted that the community's support is necessary to make things happen. Encouraged by the number of persons in attendance at this meeting, she said she would like to see the same amount of persons present on the first and third Mondays of each month. Mayor Marcinko asked that persons contact the officials when there are concerns. She stated that email addresses and telephone numbers were available. Finally, she said that she and the Police Department were looking forward to working with the new Council.

Ms. Hodge welcomed all the Council members and thanked persons for their support during her previous term on the Council and for re-electing her. She stated that she was upset that Mr. Brown was leaving and said that she was looking forward to getting to know and working with Ms. Shambaugh. Ms. Bowers-Drayton's presence was acknowledged. Ms. Hodge shared that she is looking forward to helping the Council and Borough move from where it once was to where it's about to be. She declared that President Proctor has been the epitome of what she considers to be a real president. She also expressed appreciation to the developing relationship with Vice President Segina. Finally, she announced that there will be a reception at Co-Exist Gallery following the meeting.

Mr. Segina congratulated Ms. House, Mr. Jones, and Ms. Hodge on their election to the Council. He thanked the residents of the Borough for allowing him to serve again since it is something he really loves doing. Mr. Segina thanked Mr. Brown and noted that he will be missed. He acknowledged that Ms. Shambaugh has a good head start working with the Council and employees. He listed the new things that were going on in the Borough and said he looked forward to working with the new ideas that will be presented by Council.

Mr. Proctor congratulated the newly sworn-in Council members. He stated that it takes a particular person to serve on Council, with little compensation for the long hours and hard work required. He commended the persons sworn in and stated he looked forward to working with them. He again thanked the Council members for allowing him to lead and make a smooth transition into the things that need to be achieved. President Proctor thanked Mr. Brown for his hard work and stated that he looked forward to working with him in his new capacity with Dauphin County. Voicing gratitude for the County Commissioners, he mentioned the amount of support they have given the Borough in terms of encouragement and grants.

At 7:10 p.m., Mr. Segina moved that the Council move into Executive Session to discuss personnel issues. The motion was seconded by Mr. Krovic and passed by a unanimous vote of the Council. The President noted that after the Executive Session, Public Comments will be heard, and the meeting adjourned.

At 7:40 p.m. Mr. Segina moved that Council resume to the regular session. The motion was seconded by Ms. Hodge and passed by a unanimous vote of the Council.

President Proctor stated that earlier appointments were not made before the Executive Session. The Council had received a letter from Stephen Brubacher, Sr. to be considered for the position of Fire Chief. *Ms. Hodge moved, and Ms. House seconded the motion that Eugene Vance be re-appointed as Fire Chief for a two-year term. Council voted unanimously to pass the motion.*

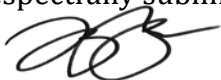
Mr. Segina moved, and Mr. Jones seconded the motion to appoint Andrew Mahalchick, Assistant Chief of the Fire Department. The motion passed by a unanimous vote of the Council.

Mr. Segina moved, and Ms. Hodge seconded the motion that Council appoints Stephen Brubacher, Jr. as Battalion Chief of the Fire Department. The motion passed by a unanimous vote of the Council.

President Proctor called for Public Comments. There were none.

At 7:43 p.m., Mr. Segina moved, and Mr. Jones seconded the motion that the Council Meeting of the Borough of Steelton, Pennsylvania, be adjourned. The motion passed by a unanimous vote of the Council.

Respectfully submitted,



Douglas Brown, Borough Manager

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 McNees 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-Stated 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.

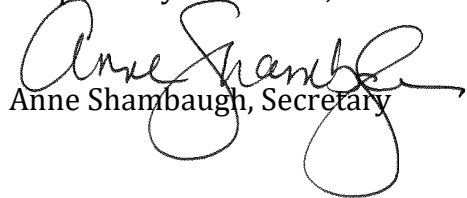
At 7:50 p.m., Ms. Hodge moved that the Council move into Executive Session to discuss personnel matters. Ms. House seconded the motion, which passed by a unanimous vote of the Council.

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

Steelton Borough Council Agenda

February 3, 2020

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from the January 21, 2020 meeting

Public Comment on Agenda Items only:

Presentation:

Mr. Scott Campbell

Presentation of Oil Painting

Randy Watts, HRG Engineer

December/January Engineer's Report

Action Items

Approval of Change Order #1 for the 2019 Sanitary Sewer Rehabilitation Project in the amount of \$1,529.57

Approval of Application for Payment #2 – FINAL for the 2019 Sanitary Sewer Rehabilitation Project in the amount of \$11,455.57

Communication:

Unfinished Business:

New Business:

Mr. Wion

Approval of Engagement Letter with Zelenkofske Axelrod LLC for 2019 Audit.

Mr. Wion

Approval of Resolution 1010-R-11 Authorizing the Acquisition of the Real Property Located at 158 Daron Alley.

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

Steelton Borough Council Meeting Minutes
February 2, 2020

Present:

Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro Tem
Danae House
William Jones
William Krovic
Natasha Woods

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

Absent with Cause: Maria Marcinko, Olivia Palermo, and Gene Vance.

President Proctor opened the meeting at 6:30 p.m. then led the body in the Pledge of Allegiance. Ms. Woods led the body in a Moment of Silent Reflection.

After review, Mr. Segina moved, and Ms. Woods seconded the motion that the Council Meeting Minutes for the January 21, 2020 meeting be approved. The motion passed by a unanimous vote of the Council.

There were no comments from the public on agenda items.

Mr. Scott Campbell was slated to present an oil painting to the Borough; however, he was ill and unable to attend the meeting

Mr. Randy Watts presented oral highlights from January 2020 Engineer's Report:

- The design work for Phase II of the Skate Park Project is coming to an end. Mr. Watts plans to meet with Borough staff on February 5, 2020, to discuss and finalize the plan. He is hopeful that the project will be ready to advertise bids by the next Council meeting.
- HRG is working on the specifications for the Front Street Storm Sewer Relocation Project. The project should be ready for presentation to the Council for approval to advertise for bids before the end of the month.
- The Sanitary Sewer Rehabilitation Project is complete.

Following the presentation, Mr. Jones moved that the Council accepts the Engineer's Report as presented. The motion was seconded by Ms. Woods and passed by a unanimous vote of the Council.

During his presentation, Mr. Watts asked the Council to approve two requests. As a result, *Mr. Segina moved that the Council approve Change Order #1 for the 2019 Sanitary Sewer*

Rehabilitation Project for the amount of \$1,529.57. The motion was seconded by Mr. Krovic and passed by a unanimous vote of the Council.

Mr. Segina moved that the Council approve Application for Payment #2 and final payment for the Sanitary Sewer Rehabilitation Project for \$11,455.57. Mr. Krovic seconded the motion, which passed by a unanimous vote of the Council.

The Council did not receive any communications, neither was there Old Business to review.

New Business:

Mr. Wion introduced the four letters received from Zelenkofske Axelrod LLC. He reminded the Council that at the December 2, 2019 meeting, the Council approved Resolutions appointing Zelenkofske Axelrod LLC to perform the general and DCED Audits of both the Borough and the Water Authority. The Resolution included the cost of the services to be rendered. Because the Water Authority was terminated on October 9, 2019, the Council became responsible for whatever business was leftover from the Authority. The cost approved for the Borough was \$50,305.00 for the General audit, \$3,585.00 for the DCED Audit, and \$8,000.00 for a single Audit, if necessary. The price agreed for the Water Authority was \$8,650.00 for the General Audit, \$1,730.00 for the DCED Audit, and \$6,000.00 for any additional fees related to the sale of the water system. Mr. Wion explained that since the letters finalize the approval given by the Council in 2019, he recommends that the Council approve the Letters of Engagement submitted by the company. Following the ensuing discussion, *Ms. Hodge moved, and Mr. Segina seconded that the Council approves the Engagement Letters sent by Zelenkofske Axelrod for an amount of \$53,890.00 for the Borough 2019 audits. The motion was passed by a unanimous vote of the Council. Ms. Hodge moved that the Council approve \$16,480 for the Water Authority 2019 Audits, with both Audits not to exceed for a total of \$71,000.00. Mr. Segina seconded the motions. The motion was passed by a unanimous vote of the Council.*

Mr. Wion presented a Resolution through which the Borough will acquire real property. He reminded Council that in 2018 and 2019, due to the deterioration of the building, it determined to demolish 158 ½ Daron Alley. The structure was acquired by the Dauphin County Land Bank Authority, with the understanding that it would either convey the building to the Borough or demolish it and be reimbursed by the Borough for the demolition cost. Following an engineering study of the property, it was apparent that to demolish that building, 158 Daron Alley would need to be reinforced, forcing the relocation of the occupant during the demolition process. Rather than follow that route, Council decided to try to acquire 158 Daron Alley. An agreement was made with the owner of the property, and the Borough can purchase the property. Mr. Wion asked that the Council approve the Resolution to make the purchase. *Ms. Hodge moved that the Council approve **Resolution 2020-R-11** Authorizing the Acquisition of the Real Property Located at 158 Daron Alley for the amount of \$37,500.00. Mr. Jones seconded the motion, which passed by a unanimous vote of the Council.*

*Ms. Hodge moved that Council approve **Resolution 2020-R-12** Designating Anne Shambaugh Open Record Officer for the Borough of Steelton, Pennsylvania. The motion was seconded by Mr. Jones and passed by a unanimous vote of the Council.*

The following persons presented their concerns to the Council:

Marv Redcross, 2124 Franklin Avenue, Harrisburg 17109. Mr. Redcross requested the Council to serve as a co-sponsor of The Cave LLC's application for the Dauphin County Local Share Municipal Grant Program. He is starting up a gym and working on an anti-bullying program. Mr. Redcross is active in the Steelton Community as he currently serves as an Assistant Varsity Wrestling Coach at Steelton High School. In January 2020, he sponsored a free Orthopedic Clinic with Orthopedic Doctors from Danville, PA. He is planning activities in the area such as (unintelligible) in April, a basketball tournament in May, and a wrestling tournament in June. He would like to keep the relationship with Steelton going. He noted that his request is early in the year because he wanted to get a head start on securing support for the program. Ms. Hodge instructed him to attend the NEDC meeting scheduled for February 25, 2020, to discuss his request. She further explained that he needs to complete and submit a request form for his program to be considered for a potential Borough grant co-sponsorship. Ms. Hodge also said that she appreciated him making the request early in the year. Mr. Redcross handed out pamphlets about the program.

Council Members made the following comments:

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

Ms. Shambaugh, Mr. Wion, Ms. Leggett-Robinson, Chief Minium, Mr. Curry, and Mr. Miller had no comments.

Ms. Drayton Bowers thanked persons for attending the meeting. She also stated her observation that Ms. Shambaugh was doing a good job.

Mr. Segina stated that he had published an article submitted by Ms. Barksdale about Steelton's 140th Birthday.

Mr. Proctor informed Mr. Powell that a Traffic Study had been conducted in response to his request about putting a no parking sign on Lebanon Street. However, the study showed that limiting parking on that street was not necessary. Mr. Wion explained that the criteria of PennDot must be met to make any changes in parking. The Regulations require that a Traffic Study supporting the request must be made. Since the Traffic Study did not show the need for restricted parking on that street, it would be illegal to limit parking at that location. Mr. Powell (321 Lebanon Street) stated that parking was restricted on the road in the next block. Mr. Wion reiterated that to change the restriction, the Traffic Study must support any action taken. The Council brainstormed how the change could legally be made. There is no available avenue for changing the parking restrictions.

Ms. Barbara Barksdale of 503 South Second Street rose to inform the Council and those present that in 1904 Black History was made by the election first Black Councilman in Steelton. The Councilman, Peter C. Blackwell, was very involved in politics. He was instrumental in the opening of the Hygienic School, and he encouraged Blacks in the area to save their money and purchase homes. Since he was a resident of Adams Street and was instrumental in the development of Steelton, Ms. Barksdale requested that the Council make a donation to support the establishment of a monument in his honor. The memorial will be housed in K. Leroy Irvis Building in the Capitol Complex. Ms. Hodge requested that Ms. Barksdale discuss the deterioration of that building with legislators since it is used to house monuments to prominent Blacks in the State. This particular building has asbestos and needs repair. *Ms. Hodge moved that the Council approve a donation of \$500.00 to the Blackwell Memorial Fund. Mr. Segina seconded the motion, which was passed by a unanimous vote of the Council.*

Mr. Segina moved, and Ms. Hodge seconded the motion that the Council recess into Executive Session for a discussion on personnel issues at 7:19 p.m. The motion passed by a unanimous vote of the Council.

Mr. Segina moved, and Ms. Hodge seconded the motion that the Council resumes regular session at 7:40 p.m. The motion passed by a unanimous vote of the Council.

Mr. Segina moved, and Mr. Jones seconded the motion that the Council Meeting adjourns at 7:40 p.m. The motion passed by a unanimous vote of the Council.

Respectfully submitted,


Anne Shambaugh, Secretary

STEELTON BOROUGH COUNCIL AGENDA

February 18, 2020

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from previous meetings: February 2, 2020

Public Comment on Agenda Items only:

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

Mr. Joe Porter

Harrisburg Promise Program
Steelton-Highspire HS & HACC

Communications:

Dauphin County Office of Tax Assessment

Change of 340 Conestoga Street to Tax
Exempt Status

Dauphin County Tax Collection Committee

Announcement of Proposed 2020 Budget

Unfinished Business:

New Business:

Mr. Wion

Approval of Resolution 2020-R-13 RE:
Designation of Steelton Borough Public
Officials & Public Employees Pursuant to
the Pennsylvania Act & Supporting
Regulations.

Anne Shambaugh

Approval to Advertise Request for Proposals
to Remove Stormwater Line on the Steel
Works LLC Property.

Anne Shambaugh

Approval of Coexist Request to Close South
Front Street May 30 & July 18, 2020 for
Street Festivals.

Anne Shambaugh

Disbursement of Budgeted Donation of
\$500.00 for Maintenance of Midland
Cemetery.

Anne Shambaugh

Update on Progress of Hygienic School
Monument.

Chief Minium

Approval to Accept Vydurya Jaganath, a
West Chester University Practicum Student,
as an Unpaid Intern.

Chief Minium

Approval to Complete the Installation of
Printers and Scanners in Police Vehicles.

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

Steelton Borough Council Meeting Minutes

February 18, 2020

Present:

Brian Proctor	Mayor Maria Marcinko
Michael Segina, Vice President	David Wion, Solicitor
Keontay Hodge, President Pro Tem	Anne Shambaugh, Borough Manager
Denae House	Anthony Minium, Police Chief
William Jones	Gene Vance, Fire Chief
Natashia Woods	Aaron Curry, Codes Officer
	Keith Miller, Foreman, Public Works
	Thommie Leggett-Robinson, Exec. Assist.
	Renee Bowers-Drayton, Admin. Assist

Absent with cause: William Krovic, Olivia Palermo

President Proctor called February 18, 2020, Council Meeting to order at 6:30 p.m., after which he led the assembly in the Pledge of Allegiance. Mayor Marcinko led a Moment of Silent Reflection.

Mr. Wion made corrections to the February 2, 2020 meeting minutes. He stated that a repetitive sentence on page three should be stricken from the minutes. Following his statement of revisions, *Mr. Segina moved that the minutes from February 2, 2020, Council Meeting be approved with the correction. Ms. Woods offered the second, and the motion was passed by a unanimous vote of the Council.*

Mr. Segina moved that the Council approve the schedule of billing, requisitions, and change orders as presented for January 2020. Mr. Jones seconded the motion, which passed by a unanimous vote of the Council.

No one from the public commented on agenda items.

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)

Ms. House announced the committee would like to be included on the March 4, 2020, agenda. The committee would like approval to use the football field or parking lot for Steelton Fest. They may also request use of that space for the Easter Egg Hunt; however, it is considering the use of Mohn Street for that event

NEDC Committee (Oral Report)

Ms. Hodge reported that the committee has not met.

Stormwater Committee (Oral Update)

Ms. Woods stated that the committee met last week to share with the committee what happened last year. They are scheduled to meet on March 3, 2020 with Mr. Deck. At that time, the committee will discuss stormwater fees and what stormwater will look like in Borough.

Mayor's Report (Oral Report)

Mayor Marcinko reported that she attended the Trash Training Workshop. She has been asked to serve on the Community Action Committee by Sean Gold from Coexist, and on a Committee at Steelton-Highspire School District.

Jr. Councilperson Report (Oral Report)

Ms. Palermo did not attend the meeting; therefore, there was no report about youth activities in the Borough.

Borough Manager's Report (Oral Report)

Ms. Shambaugh reported that she has been working with members of the Council to get their committees started and get the minutes formulated for them.

After hearing the committee and departmental reports, *Mr. Segina moved that the reports be accepted as presented. Ms. House seconded the motion, which passed by a unanimous vote of the Council.* Following the approval of the reports, Mr. Segina added that there is a Finance Committee Report at each Councilman's desks.

Presentation:

Mr. Joe Porter – 507 Katrina Court, Mechanicsburg, PA, attended the meeting to share information about the Harrisburg Promise Program held at Steelton-Highspire. The Harrisburg Promise Program is a partnership between the Steelton-Highspire School District and the Harrisburg Area Community College (HACC). It is the only such program in the State of Pennsylvania. The program, which is for grades 7-12, has been in at the school for two years. Participants are required to keep a 75% grade point average, remain free from drugs, remain childfree, and attend monthly sessions at HACC. When the students meet all the requirements, they receive a full two-year scholarship to HACC. At the beginning of the program, over 100 children were participating. Unfortunately, the number of participants has dwindled down to 45-50 students. The reduction in the number of participants has caused HACC to move to terminate the program. Because he sees the potential benefits and is a strong supporter of the program, Mr. Porter is responsible for raising \$10,000.00 per year to pay for administrative costs. Mr. Porter asked the Council to help support the program by making a financial contribution of \$1,000.00. He stated that he has made a personal contribution of \$5,500.00. In response to Ms. Hodge's question, Mr. Porter reported that no students have completed the program; therefore, there are no statistics regarding success. Several persons in the community have been asked to support the program. Those persons include the School Superintendent, Dr. Waters, Commissioners Harwich and Connors, Mr. Brown, and other community leaders. *Ms. Hodge moved that Council approve a \$2,500.00 donation to support the program. The president called for a roll call vote:*

Ms. House – aye

Ms. Woods – aye

Ms. Hodge – aye

Ms. Segina – aye

Mr. Jones – aye

Mr. Proctor – aye

The motion passed by a unanimous vote of the Council.

Mr. Porter expressed gratitude for the Council's action. He then talked about the need for volunteers for the Junior Achievement Program.

Communications:

The Dauphin County Office of Tax Assessment Office sent a letter informing the Borough that 340 Conestoga Street is tax-exempt.

The Dauphin County Tax Collection Committee announced its budget proposal for 2020.

Unfinished Business:

Ms. Shambaugh brought up a piece of unfinished business. Mr. Scott Campbell, who was scheduled to make a presentation at the last Council meeting, was still unable to attend the meeting. However, he did leave the oil painting to Ms. Shambaugh for the Council. The picture will be hung in the Steelton Borough Council Chambers. President Proctor asked that a letter of thanks be sent to Mr. Campbell.

New Business:

Mr. Wion stated that annually, the Ethics Commission of Pennsylvania requires certain public officials and employees of the Borough to file a Statement of Financial Interests. He said the persons who served in these positions in 2019 and 2020 must complete the statement. He requests that the Council approve a Resolution requiring those designated officials and employees to complete the statement. *Mr. Segina moved that the Council approve **Resolution 2020-R-13** RE: Designation of Steelton Borough Public Officials & Public Employees Pursuant to the Pennsylvania Act & Supporting Regulations. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.*

Ms. Shambaugh brought information regarding the need to advertise a Request for Proposals to Remove Stormwater Line on the Steel Works LLC Property. Because no supporting documentation had been received from the engineers, she recommended the discussion be tabled. *Ms. Segina moved, and Ms. Hodge seconded the motion that the proposal will be tabled until the March 3, 2020, Council Meeting. The motion passed by a unanimous vote of the Council.*

Ms. Shambaugh requested approval for Coexist to hold two Street Festivals. She stated that she was working with the Police Department to implement the request. *Mr. Jones moved, and Ms. Hodge seconded the motion that to close South Front Street between Swatara and Mohn Street, May 30 & July 18, 2020, for Street Festivals. The motion passed by a unanimous vote of the Council.*

Ms. Shambaugh reported that the budgeted donation of \$5500.00 for maintenance of the Midland Cemetery was disbursed.

Ms. Shambaugh provided an update on the progress of the Hygienic School Monument. She received a request to issue a check for \$750.00 to begin work on the monument, with a total cost of \$1,500.00. Ms. Hodge asked if the \$500.00 approved for the placard at Ervis Office building

was disbursed. Ms. Shambaugh responded in the affirmative. Ms. Shambaugh stated that Gingrich Memorials is the company that was making the monument and requested the 50% down payment. When asked for an update on the project, she reported that: 1) landscaping is \$4,900.30, 2) the monument is \$1,500.00, and 3) donations collected as of February 14, 2020, are \$4,662.78. Mr. Wion had a question regarding the contractual agreement between the Borough and D&H Landscaping. In response to Mr. Wion, Mr. Proctor said Council is only receiving an update. Further, he stated that no action on the memorial will be taken at this time.

Chief Minium requested the Council to approve a request to accept a practicum student in the summer of 2020. The student, who attends West Chester University, would serve as an unpaid intern in the Police Department. She became interested in working in Steelton as a result of her father's involvement with the CEO Program. Mr. Proctor asked if she was studying to become a policeman. Chief Minium explained that she is looking at working with a Federal Agency; however, this internship will help her determine the environment where she should work. She is interested in seeing how social work and police enforcement can effectively work together and serve the community. She also hopes to help the police develop skills to de-escalate problems that occur when handling issues of persons with special needs. Chief Minium committed to providing the supervision required by the school. *Mr. Segina moved that the Council accepts Ms. Vydurya Jaganath, as an unpaid intern with the Police Department from May 18 – August 7, 2020. The motion was seconded by Ms. Hodge and passed by a unanimous vote of the Council.*

Chief Minium explained that for all the police vehicles to work with the new TraCS system, several cars must be equipped with modern equipment. During the discussion, these points were made: use of the TraCS system will reduce the paperwork load for the policemen; the system will allow the immediate handling of automobile accidents; e-tickets will be printed at the time they are issued and the data system will automatically send it to all the necessary offices; it will allow the Borough Codes Department to work in sync with the Police and District Judges Offices; the barcode on driving licenses will be scanned into the system and enable hands-free work; despite the automated system the Department will still have to print out and file a paper copy of each transition; staff completed 3 ½ hours of training on the new system February 3, 2020; most of the vehicles already have the equipment installed; the Steelton Police Department is on the cutting edge of the program; which is being adopted by all the police departments, and funding was made available through the District Attorney's office. *Ms. Hodge moved, and Ms. House seconded the motion to approve the installation of printers and scanners in the police vehicles. The motion passed by a unanimous vote of the Council.*

The following Public Comments were made:

Cheryl Powell, 321 Lebanon Street – asked if the Borough was aware of the problems caused by people parking at the corner of Lincoln and Harrisburg Street. She stated that the use of the Corner Store created congestion at that corner. Mr. Proctor said that he has talked with Chief Minium about the problem. Chief Minium explained that the Department was aware of the problem, and they have been issuing tickets. However, persons pay the ticket and continue to park in that area, including the yellow lined area. He also mentioned that 4th and Pine Streets are also being monitored and persons ticketed. The problem remains unresolved in that area too. Ms. Drayton-Bowers added that there is a white SUV that regularly parks by the Corner Store. Ms.

Powell asked about the possibility of towing cars that are parked on the corner. Chief Minium stated that it would be difficult to do.

The following Council Concerns were expressed:

Ms. Woods thanked Mr. Porter for his commitment to the Harrisburg Promise Program. She also thanked persons for attending the meeting.

Ms. House thanked persons for attending the meeting. She also thanked Mr. Porter for his work with the Harrisburg Promise Program.

Mr. Jones thanked persons for coming out to the meeting. He stated that he was willing to volunteer for the Junior Achievement Program. Mr. Porter was given a special thank you for the work he is doing in the community.

Ms. Drayton-Bowers thanked Mr. Porter for his work.

Ms. Leggett-Robinson informed Mr. Porter that she is willing to discuss the volunteer work needed for the Junior Achievement Program.

Mr. Wion, Chief Minium, Chief Vance, Mr. Curry, and Mr. Miller expressed no concerns.

Mayor Marcinko informed the group that:

- The Fire Department will hold an All You Can Eat Breakfast at the Centenary United Methodist Church, May 23, 2020.
- She, Mr. Wion and, Chief Minium are working on developing the Fire Police Program. In the process, Mr. Segina is looking into how the program will be funded.
- Alicia Mitchell from the Paxtang Borough Office stepped up.

Ms. Hodge thanked the persons for attending the meeting. She acknowledged the presence of former Council President Jeffrey Wright. Ms. Hodge thanked Mr. Porter for caring so much about other people's children, his passion, and his commitment to the Harrisburg Promise Program. She stated that she would contact her resources on the HACC Foundation what can be done to ensure that the program is continued. Further, she said that parents should be more involved in the program since they, too, are accountable for the decrease of participants. Mr. Porter thanked her for her concern. He said that HACC needs to hear from the community about their support of the program.

President Proctor thanked Mr. Porter for his work and thanked the people for attending the meeting.

There was no Executive Session or other business to discuss during the meeting.

Ms. Hodge moved that the February 18, 2020 meeting of the Steelton Borough Council be adjourned at 7:16 p.m. Mr. Jones seconded the motion, which passed by a unanimous vote of the Council.

Respectfully submitted,



Anne Shambaugh, Secretary

Steelton Borough Council Agenda

March 2, 2020

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from the February 18, 2020 meeting

Public Comment on Agenda Items only:

Presentation:

Randy Watts, HRG Engineer

February Engineer's Report

Action Item

Approve Advertisement for
Proposals for work on Skate Park
Phase II Project

Action Item

Approve Advertisement for
Proposals to Remove Stormwater
Line on the Steel Works LLC
Property.

Communication:

Dauphin County Board of Assessment

Granting Borough Tax Exemption
Request on 13 Properties, Effective
January 1, 2020.

PA Department of Environmental Protection

Correction of Surface Mining Permit
for Steelton Quarry.

Friends of Wreaths Across America

Letter Thanking the Borough for Use
of Staff and Vehicles to Clean-up
Indian Town Gap National
Cemetery.

Unfinished Business:

New Business:

Mr. Wion

Approval of Resolution 2020-R-14
Adopting the Emergency Operation
Plan of Dauphin County.

Ms. House

Approval of Use of Boat Dock, July
10-12 for the Cottage Hill Fishing
Association;

Approval for use of Mohn Park for
Easter Egg Hunt April 4, 2020 from

10:00 a.m. – 1:00 p.m.;

Update - Steelton Fest for Youth,
June 27, 2020.

Public Comments:

Council Concerns:

Executive Session: To discuss personnel matters.

Other Business:

Adjournment:

Steelton Borough Council Meeting Minutes
March 2, 2020

Present:

Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro Tem
Denae House
William Jones
William Krovic
Natasha Woods

Maria Marcinko, Mayor
Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Keith Miller, Foreman, Public Works
Thomastine Leggett-Robinson, Exec. Asst.
Renee Drayton Bowers, Admin. Asst.

Absent with Cause: Olivia Palermo.

President Proctor opened the meeting at 6:30 p.m. then led the body in the Pledge of Allegiance. Mayor Marcinko led the body in a Moment of Silent Reflection.

After review, Mayor made two corrections to the February 18, 2020 Minutes: 1) on page two, she attended TraCS training, not trash training and, 2) on page five, the All You Can Eat Breakfast will be held March 22. *Mr. Segina moved, and Ms. Hodge seconded the motion that the Council Meeting Minutes for the February 18, 2020 meeting be approved. The motion passed by a unanimous vote of the Council.*

There were no comments from the public on agenda items.

Presentation:

Randy Watts, HRG Engineer, emphasized several points made on the written February Engineer's Report. They were:

1. The Hoffer Street Pump Station Improvement Project's design is being finalized. It should be forwarded to the Borough for review by the end of the week.
2. The Skate Park Phase II Project design has been completed. Mr. Wion has reviewed and responded to issues on the specifications, and the project is ready to be advertised. *Mr. Segina moved that Council place the Skate Park Phase II Project out to bid. The motion was seconded by Ms. House and passed by a unanimous vote of the Council.* Mr. Watts stated that he would talk with Mr. Wion and Ms. Shambaugh about deciding on the advertising date.
3. The Front Street Storm Sewer Relocation Project design is complete. The specifications were reviewed by Mr. Wion and ECON partners. They are ready to be placed out for bid. *Mr. Segina moved that the Council approve HRG's request to advertise for proposals for*

the Storm Sewer Project. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.

Mr. Segina moved that the Engineer's Report for February be accepted as presented. Mr. Jones seconded the motion, which passed by a unanimous vote of the Council.

Communication:

Dauphin County Board of Assessment notified the Borough that it granted the Borough's request for tax-exempt status of thirteen properties. The new status became effective on January 1, 2020.

PA Department of Environmental Protection informed the Borough that the permit for the Steelton Quarry was corrected.

Friends of Wreaths Across America thanked Steelton for allowing staff and vehicles to help cleanup the Indian Town Gap National Cemetery.

There was no **Unfinished Business** placed before the Council.

New Business:

Mr. Wion explained that the Pennsylvania Emergency Management Services Code requires the Borough to prepare, maintain, and keep an emergency operation plan. The emergency plan will cover the prevention and minimization of injury and damage if there is a significant emergency or disaster. Dauphin County has an overall strategy that includes the entire County. In the past, Steelton has adopted the County's plan. Mr. Wion requested that the Council approve the Resolution adopting the County's plan. *Mr. Segina moved, and Mr. Jones seconded the motion the approve **Resolution 2020-R-14, Adopting the Emergency Operation Plan of Dauphin County.** The motion passed by a unanimous vote of the Council.*

Ms. House presented a request for the use of the Boat Dock. *Ms. Hodge moved that the Cottage Hill Fishing Association be approved to use the Boat Dock, from 12:00 p.m. July 10 to 12:00 a.m. July 12, 2002. Mr. Jones seconded the motion, which passed by a unanimous vote of the Council.*

Ms. House announced that the Steelton Easter Egg Hunt is scheduled to occur on April 4, 2020. It will be held at Mohn Street Park from 11:00 a.m. to 1:00 p.m. Setup for the event will begin at 10:00 a.m. Ms. Hodge expressed concern about the clean up after the event. It was determined that the referral for cleanup would be made to the Public Works Foreman, who will request the CEO complete the cleanup. Ms. Hodge moved that the Council support the Easter Egg Hunt as established. Mr. Jones seconded the motion, which passed by a unanimous vote of the Council.

The Council received an update on the progress on Steelton Fest for Youth. The event will be held on June 27, 2020, from 10:00 a.m. to 1:00 p.m. The Committee has requested the use of the upper portion of the Steelton-Highspire football field. Arrangements are being made for carnival rides, a petting zoo, and other activities attractive to children. Ms. Hodge requested clarification on the two Steelton Fest events. Mr. Proctor explained the time for adult Steelton Fest has not been determined. The location will begin available at 4:00 p.m. which is when the Wineries will start setting up. Wine samples available until 7:00 p.m. The first band will probably start playing at 5:00 p.m.

Public Comments:

Emmuel Powell, 321 Lebanon Street – Mr. Powell expressed concern about the House of Prayer, located at 449 Lincoln Street. Mr. Proctor informed the body that Mr. Curry went to inspect the home and was denied access to the premises. The case was referred to Mr. Wion, who has started the process necessary for Mr. Curry to enter the premises to inspect the home. Mr. Powell requested clarification on the meaning of "home." Mr. Proctor responded that Mr. Curry has to perform a rental inspection since it is a rental property. He further stated that once Mr. Curry is in the home, he can possibly determine if the house is being used as a boarding home. Mr. Powell, how many people can live in a family home. Mr. Curry explained that it is determined by the square footage of each room. Currently, there must be 70 square feet per room and 50 square feet for each additional person in that room. Ms. Hodge clarified that technically there could be two persons in a room. Mr. Curry stated that the number of persons allowed depends on the size of the room. Mr. Powell asked if the people all have to be family, or if they could be renters. He further asked if the people have to use a different address, or can they use the same address? (Response unintelligible) Ms. Hodge stated that persons could use a post office box as an address. Mr. Powell noted that the owner named the house "The House of Prayer." Mr. Curry responded that the owner was given a citation and a court date to appear before the District Justice. Before that date, he visited the Borough Codes Office and stated that the house was not a rooming house, but a house of worship. Basically, the owner looked at the zoning code and determined that a house of worship could be located in that zoning area. Persons in Chambers erupted into individual comments and discussions. During this process, someone clearly said that the owner had found a loophole in the Ordinance. Mr. Proctor stated that the owner has not found a loophole, merely found something that could pertain to him. Mr. Segina noted that the owner would have to prove his assertion. Then Mr. Powell wanted to know if the firemen had quit. Mr. Proctor informed the group that there were three fires over the weekend, and Steelton was the first Fire Company on the scenes.

The Council and Staff related the following concerns:

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

Mr. Jones stated that they appreciated people coming out and helping the Council continue building Steelton forward.

Ms. Leggett-Robinson and Ms. Drayton-Bowers had no comments.

Mr. Wion reminded Council that it needed to hold an Executive Session.

Mayor Marcinko announced that the Steelton Fire Department Pancake Breakfast, Sunday, March 22, 2020. At the Fire Committee Meeting, the EMA Coordinator, Conner Higgins, discussed the training required for Council members and Administrative staff. The training must be completed for the Borough to receive some Federal funds.

Ms. Shambaugh reminded persons that the Steelton Fest 2020 Kickoff Party will be held at Champions, March 14, 2020, from 3:00 – 10:00 p.m.

Ms. Hodge thanked the persons for coming out to the meeting.

Mr. Segina - Mr. Segina moved that January 6, 2020, Council Meeting Minutes be changed to reflect that Stephen Brubacher, Sr. applied to be the Fire Chief, not the Police Chief. Mr. Jones seconded the motion, which was passed by a unanimous vote of the Council.

Mr. Proctor thanked the people for attending the meeting. He stated: "the Council is a work in process; everybody is getting up to speed; he likes how everyone is taking their responsibilities and moving them forward, and he thinks we're all coming together and jelling." He thanked everybody for coming out and hoped they had a great evening

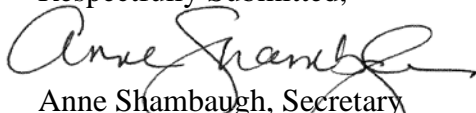
Mr. Segina moved that the Council move into Executive Session at 6:55 p.m. for real estate acquisition and personnel issues. The motion was seconded by Ms. Hodge, and approved by a unanimous vote of the Council.

Mr. Segina moved that the Council return to regular session at 7:49 p.m. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.

Mr. Segina moved that the Council adopt Resolution 2020-R-15, Which Amends Resolution 2020-R-11, Which Is Pursuant To 158 Daron Alley To The Standard Agreement Of Sale Real Estate Entered Into With Sally Blunt, Owner, For The Sum Of \$37,500.00, To Be Updated To \$38,000.00. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.

At 7:51 p.m. Ms. House moved that the March 2, 2020, Steelton Borough Council Meeting be adjourned. Mr. Segina seconded the motion, which passed by the acclamation of the Council.

Respectfully Submitted,



Anne Shambaugh, Secretary

STEELTON BOROUGH COUNCIL AGENDA

April 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: March 2, 2020

Public Comments for Agenda Items Only

Approval of schedule of billing, requisitions, and change orders as presented for:
February, 2020; March, 2020

Unfinished Business:

Anne Shambaugh

Approve HRG Recommendation to Award Bid for Skate Park Phase II to Armet Concrete for a Total base Bid of \$219,519.14 plus one of two Alternate Bids- Remove and Dispose of Playground Equipment for \$ 5,000.00, or Remove and Reinstall Playground Equipment for the Amount of \$10,000.00.

Anne Shambaugh

Approval of HRG Recommendation to Award Storm Sewer Relocation Contract to E. K. Services, Inc. for the Amount of \$1,274,596.95.

New Business:

Mr. Wion

Request from Dauphin County Land Bank Authority for Exemption from Real Estate Taxes for 158 ½ Daron Alley.

Mr. Wion

Request from Dauphin County Redevelopment Authority for Relief from 2019 Real Estate Taxes for 16 Land Parcels on Frank S. Brown Boulevard

Mr. Wion

Approval of the Service Agreement between Steel Works, LLC and the Borough of

Steelton

Anne Shambaugh

Endorse Dauphin County Commissioners
Request to Waive Penalties on 2020 County
Real Estate Taxes.

Mr. Wion

Approval of Resolution 2020-R-16
Resolution Authorizing the Acquisition Of
Tract of Land from Steel Works, LLC For

A Public Purpose.

Anne Shambaugh

Ratification of Funds for Covid-19 Related
Items.

Anne Shambaugh

Ratification of Declaration of Disaster
Emergency by Mayor Marcinko.

Anne Shambaugh

Ratification of Agreement with Windstream
for Video Conference Services for a 90 day
free trial.



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

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)

Communications:

Harrisburg Promise Program

Thank You Letter

The Foundation for Enhancing Communities

Thank You Letter

HACC Foundation

Thank You Letter

Dauphin County Office of Commissioners

Announcement of Skate Park Phase II
Project Grant for \$90,000.00

Dauphin County Economic Development Corp.

Announcement of \$5,000.00 Tourism
Grant

Dauphin County Tax Collection Committee

Announced the Extension of State Tax
and Earned Income Tax Filing Deadlines
to July 15, 2020.

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

April 20, 2020

Present per Roll Call of the President:

Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro Tem
Denaë House
William Jones
William Krovic
Natasha Woods

Maria Marcinko, Mayor
Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Mike Musser - Consultant
Anthony Minium, Police Chief
Aaron Curry, Codes Director
Thomastine Leggett-Robinson, Exec. Asst.
Renee Drayton Bowers, Exec. Asst.

Absent with Cause: Gene Vance, Keith Miller, and Olivia Palermo

In compliance with Governor Wolf's orders regarding Corvid19, 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 who are attending the meeting. He then led the assembly in the Pledge of Allegiance. Mayor Marcinko led the group in a Moment of Silent Reflection.

There was no review or approval of the minutes from the March 2, 2020, Council Meeting.

There were no comments from the public on agenda items.

After review, *Ms. Hodge moved that the schedule of billing, requisitions, and change orders for February 2020 and March 2020 be accepted. Mr. Jones seconded the motion, which was approved by a unanimous vote of the Council.*

Unfinished Business:

Ms. Shambaugh requested the Council approves the recommendation from HRG regarding the award of the Bid for Skate Park Phase II. It was noted that the bid included a second option for the removal and reinstallation of the Tot Lot play equipment. Ms. Hodge asked if the new Lot would have a swing set for children with disabilities. She also asked if the Borough would have uniform Tot Lot equipment, or if each park would have its style of equipment. President Proctor informed her that the Recreation Committee would review and recommend equipment, so all the playgrounds may not have the same equipment. Ms. Woods asked if the old equipment would be discarded, or if in good condition, used at some other location. Both Ms. Hodge and Mayor Marcinko reminded the Council of discussions about placing the used equipment at the Boat Dock. Mr. Watts said that the contract stated the equipment would be removed and discarded; however, he would discuss the possibility of the contractor removing and placing the equipment at another location. Mr. Segina suggested that if the Council was considering re-locating the equipment to another location that the higher bid should be passed. Mr. Wion pointed out that he thought the re-install was to place the equipment back into the same area. Mr. Wion referred the question to Mr. Watts, who confirmed that the bid was to re-install the equipment at the same

location. Mr. Wion restated that the reinstallation at another place is not consistent with the contract. Mr. Musser recommended passing the base price plus the first alternate price, then contact the contractor to get the cost of placing the equipment to another location. If the additional cost is not substantial (no greater than 25% of the bid), it could be accepted without having to re-bid the project. A change order could be used to cover the price increase. Mr. Wion said that the change order would be reviewed at the time the additional cost is received. Mr. Wion also warned the Council that it would be liable for injuries caused by broken equipment if it was sold or given to another entity. He made it clear that under those circumstances, the equipment should not be donation directly by the Borough. ***Ms. House moved that the contract for Phase II of the Skate Park Project be awarded to Armet Concrete for the base bid of \$219,519.14 plus \$5,000.00 for the removal and disposal of the equipment. The total cost of the project is \$224,519.14. The motion was seconded by Mr. Segina and was passed by the Council.***

Ms. Shambaugh requested the Council approves the HRG recommendation to award the Storm Sewer Relocation Contract to E. K. Services, Inc. She reminded the body that the contract called for the installation of one mile of 72" storm sewer pipe. The company would complete work on Phase I and II of the contract. Mr. Wion stated approval of the agreement depends on receipt of a bond from the company, and authorization from the Borough to sign all the documents. ***Ms. Hodge moved that the contract for the completion of Phase I & II of the Storm Sewer Relocation Project be awarded to E. K. Services for \$1,274,596.95. Mr. Jones seconded the motion, which passed unanimously.*** Following the vote, Mr. Segina thanked Mr. Watts for his work on securing the contract. He stated that the agreement was below the anticipated cost.

New Business:

Mr. Wion presented information regarding the real estate tax for 158 ½ Daron Alley. ***Mr. Jones moved, and Ms. Hodge seconded the motion that the Dauphin County Land Bank Authority be exempt from paying 2019 Real Estate Taxes for 158 ½ Daron Alley. The motion passed unanimously.***

Ms. Shambaugh brought a concern forward. She stated that on May 20, 2012, the Council voted to adopt a Cell Phone Policy for the Borough. The policy affected Department heads, other employees as directed by the Council, and the Legislative body, which included Council members and the Mayor. She stated the policy allowed persons to receive up to \$50.00 reimbursement for conducting Borough business on their private cell phones. The request for payment had to be accompanied by a receipt. At the time, the bills were submitted, and the percentage of telephone calls for the Borough calculated. The policy indicated that once that percentage was determined, the persons were reimbursed up to \$50.00. Ms. Shambaugh then stated at the July 2, 2018 meeting, Council passed an increase to the stipend from up to \$50.00 to up to \$100.00, since cell phone usage for the Borough had increased. Ms. Hodge asked that Ms. Shambaugh reiterate that the stipend was up to, not the guaranteed receipt of the amount allotted. Mayor Marcinko stated that she was on Council in 2012 so she wanted to provide a historical review of the policy. She stated that if a Councilperson used a Borough telephone, they had to go through the bill and reimburse the Borough for non-Borough phone calls. At that time, there was no way to repay Councilpersons, who used their phone. She stated that the policy for reimbursement up to \$50.00 was the result of that activity. Ms. House asked Ms. Shambaugh,

who asked her to look into the issue of cell phone use. She responded that the Council President requested she research the policy. Ms. Shambaugh stated that in looking at the service contract, it appeared that the Borough could acquire an additional eight cell phones for a total cost of \$320 per month. She suggested that if each Councilperson and the Mayor got up to \$100.00 per month, using a Borough phone would result in a potential savings of \$480.00 per month. During the ensuing discussion, it seemed that a cost-saving was the best option. Mr. Wion noted that the use of the new phone would be restricted to Borough use only. Mayor Marcinko stated that she had her number for a long time, and she is not willing to have an additional number or carry two phones. The Mayor indicated her preference to keep her phone and not receive reimbursement. The Mayor further noted January 2020 she received a decreased refund from \$100.00 to \$50.00, and the leadership continued to receive \$100.00. Ms. Hodge clarified that her refund for Borough business, and did not receive \$100.00 for cell phone use. The Mayor restated things changed in January, and she was not aware that a change would occur. ***Ms. Hodge moved that the Borough provides Council Members and the Mayor with cellular telephones for Borough use only. Mr. Krovic seconded the motion. President Proctor called for a roll call vote:***

Ms. House – table

Mr. Krovic - yes

Mr. Segina – yes

Ms. Woods - yes

Ms. Hodge – yes

Mr. Proctor – yes

Mr. Jones - yes

The motion carried.

Mr. Wion presented information regarding a request for relief from Real Estate Taxes. Following discussion, ***Mr. Segina moved that the request from Dauphin County Redevelopment Authority for Relief from 2019 Real Estate Taxes for 16 Land Parcels on Frank S. Brown Boulevard be accepted. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.***

President Proctor requested an update on the Borough's acquisition of 158 Daron Alley. Ms. Shambaugh reported that she and Ms. Sally Blunt have been unable to contact each other. She also stated that Ms. Blunt is aware that the Council authorized a \$1,000.00 down payment for the acquisition of the property once new paperwork is signed.

Mr. Wion requested Council approve a Service Agreement with Steel Works, LLC. Following his request, the issue was reviewed and discussed. The Service Agreement calls for a bond of 110% of the cost of improvements to be presented to the Borough. Mr. Watts determined that the upgrades will cost \$612,379.00. ***Mr. Jones moved, and Ms. Hodge seconded the motion to approve the Service Agreement between Steel Works, LLC, and the Borough of Steelton. Mr. Wion requested a roll call vote:***

Mr. Segina – aye

Mr. Jones – aye

Mr. Proctor - aye

Ms. Hodge – aye

Mr. Krovic - aye

Ms. House – aye

Ms. Woods – aye

The motion passed unanimously.

Ms. Shambaugh presented a request for support from the Dauphin County Commissioners. Following discussion, ***Mr. Segina moved, and Ms. House seconded the motion that the Council Endorses Dauphin County Commissioners Resolution 2020-10 Deferring Interest and Penalties on 2020 County Real Estate Taxes. The motion passed unanimously.***

Mr. Wion requested Council approve a Resolution regarding the acquisition of land. ***Mr. Jones moved, and Mr. Segina seconded the motion that Resolution 2020-R-16, Authorizing the Acquisition of a Tract of Land from Steel Works, LLC for a Public Purpose and Approval of the attached Agreement. The motion passed by a unanimous vote of the Council.***

Ms. Shambaugh requested Council ratify the use of funds for Covid-19 related items. She stated that as of 4/17/2020, the cost of the items and services was \$2,239.00. ***Mr. Segina moved, and Ms. House seconded the motion approving the use of funds to cover the cost of Covid-19 related articles. The motion passed by a unanimous vote of the Council.***

Ms. Shambaugh requested Council ratify the Declarations of Disaster Emergency issued by Mayor Marcinko. She stated that the law requires the weekly issuance of the Declaration. Mr. Wion suggested the Council approve the Mayor to make the Declaration as needed. According to Ms. Shambaugh, the Declaration allows the Borough to receive funding and assistance, as necessary, from FEMA and Dauphin County. ***Mr. Segina moved that the Emergency Declarations issued by Mayor Marcinko be approved and that she be authorized to issue all future Declarations until the Covid-19 crisis ends. Mr. Krovic seconded the motion, which passed unanimously.***

Ms. Shambaugh explained she has engaged in an agreement with Windstream to allow the video/telephone conference for this Council Meeting. This conference is being held at no cost to the Borough since the service is for a 90-day trial period. She requested the Council ratify the deal with Windstream. ***Ms. House moved, and Mr. Segina seconded the motion that the Council approves the agreement Ms. Shambaugh entered into with Windstream. The motion was passed by a unanimously.***

Ms. Shambaugh presented a Resolution she received on April 17, 2020. The Resolution involved the preparation of an application for funding a project on the public land donated by Steel Works, LLC. Mr. Wion provided additional information, including the fact that the application must be filed by April 23, 2020. ***Mr. Segina moved that the Council approve Resolution 2020-R-17 Authorizing the Submission of an Application to the Pennsylvania Department of Conservation and Natural Resources for \$350,000.00 to complete the Steel Works Brickyard Community Park Project. Ms. House seconded the motion, which passed unanimously.***

The following items were included on the Agenda for informational purposes only, and were not discussed at the meeting.

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)

Communications:

Harrisburg Promise Program wrote a Thank You letter for a contribution the Borough made to the program.

The Foundation for Enhancing Communities thanked the Borough for the contribution it made to the Foundation.

The HACC Foundation thanked the Borough for the contribution made to the Harrisburg Promise Program.

The Dauphin County Office of Commissioners announced that the Borough is the recipient of a \$90,000.00 grant slated to for the Skate Park Phase II Project.

The Dauphin County Economic Development Corporation announced that the Borough is the recipient of a \$5,000.00 Tourism Grant.

The Dauphin County Tax Collection Committee announced that July 15, 2020, is the new deadline for filing State and Earned Income Tax.

There were no public comments made at the meeting.

Members of the Council expressed the following concerns:

Ms. House stated that she had no concerns at this time. She asked if the June 27, 2020 date for Steelton Fest will be changed. Mr. Proctor informed her that with the present pandemic, it is too early to make any decisions regarding the event. He is taking into consideration events sponsored by Dauphin County and other entities that might affect any dates set for Steelton Fest.

Mr. Jones had no concerns.

Mr. Krovic had no concerns but asked that everyone stay safe.

Ms. Woods thanked Ms. Shambaugh for making it possible for the Council to meet and carry on the business of Borough.

President Proctor advised Ms. Leggett-Robinson to remove Olivia Palermo from the roster since she has not been attending meetings.

Ms. Marcinko asked if she was correct in her understanding that she can continue to use her cell phone, but will receive no reimbursement for its use for Borough business. President Proctor responded in the affirmative.

Mr. Wion had no concerns.

Ms. Shambaugh thanked the Council for their patience as she tried to develop ways to continue Borough business during this crisis.

Chief Minium thanked Ms. Shambaugh for her work during this difficult time.

Ms. Hodge thanked Ms. Shambaugh and Ms. Leggett-Robinson for their work. She stated her hope that people were taking the necessary precautions to stay safe. She also noted that the Council was progressively moving forward, and there should be no contentions posted on Facebook or email. Ms. Hodge stated that Council members are supposed to lead by example.

Mr. Segina thanked persons for participating in the video/teleconference. He thanked all staff and Mr. Higgins for their work, going through the pandemic to keep the Borough running.

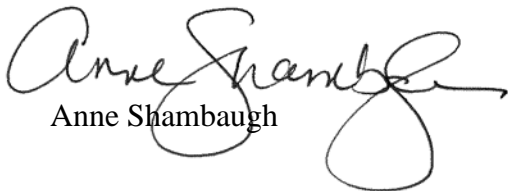
President Proctor thanked Councilpersons and staff for the work they do. He said that people don't understand how the Council works. The President stated that people could not undermine the work achieved over the past eight years, and the Council must work as a team to get things accomplished. He announced a meeting of Council leaders to evaluate the work of the Committees and possibly change some assignments.

Mr. Wion requested that the record reflect the advertisement of the date, time, and how the public could participate in the Council Meeting. He noted that no person from the public attended the meeting or made any email comments.

There was no Executive Session or Other Business conducted by the Council.

Mr. Jones moved that the Council Meeting adjourns at 7:29 p.m. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.

Respectfully Submitted,



Anne Shambaugh

STEELTON BOROUGH COUNCIL AGENDA

May 18, 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: March 2, 2020 and April 20, 2020

Public Comments for Agenda Items Only

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

Presentations:

2019 Audited Financial Statements.

Strategic Management Plan prepared by Susquehanna Consulting Solutions, Inc.

Unfinished Business:

Anne Shambaugh	Approval to Award Bid for Skate Park Phase II to Armet Concrete.
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Anne Shambaugh	Approve to Award of Storm Sewer Relocation Contract to E. K. Services, Inc.
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New Business:

Anne Shambaugh	Approval to move the Steelton Economic Development Corporation bank account from Santander to Mid Penn Bank.
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Anne Shambaugh	Ratification of Funds for Covid-19 Related Items in the amount of \$3,200.00 since April 17, 2020.
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The following items are for informational purposes and will not be discussed in this meeting, unless there are questions about the information therein contained.

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)
- Borough Manager's Report (Oral Report)

Communications:

PENNPRIME Insurance Trust

Letter of Appreciation to Police
Department for their Contribution to the
Community.

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

May 18, 2020

Present per Roll Call of the President:

Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro Tem
Danae House
William Jones
William Krovic
Natasha Woods

Maria Marcinko, Mayor
Dave Wion, Solicitor
Ms. Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Mike Samson, ZA
Justin Bell, ZA
Ed Zack, Susquehanna Consulting Solutions
Corey Troutman, Susquehanna C.S., Inc.
Anthony Minium, Police Chief
Aaron Curry, Codes Director
Renee Drayton Bowers, Exec. Asst.
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Gene Vance

In compliance with Governor Wolf's orders regarding Corvid19, 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. He then led the assembly in the Pledge of Allegiance. Mayor Marcinko led the group in a Moment of Silent Reflection.

Council reviewed minutes from the March 2, 2020, and April 20, 2020 meetings. ***Mr. Segina moved that the minutes be approved as presented. Ms. House seconded the motion. The motion passed.***

Public Remarks on Agenda Items Only:

Ms. Mary Ellen Roberts had a question for the Council; however, the issue was not related to the agenda. President Proctor advised her to raise her question during the public comment section of the meeting.

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

Presentations:

Messrs. Mike Sampson and Jason Bell from Zelenkofske Axelrod, LLC, reviewed the 2019 Audited Financial Statements prepared for Steelton Borough and the Steelton Water Authority. Mr. Proctor asked for copies of some specific invoices mentioned in the report. Mr. Wion questioned the figures reported on page four of the report. ***Ms. Hodge moved that the***

Steelton Borough Audited Financial Statement for 2019 be accepted, with the revision of the questionable figures, if necessary. Mr. Segina seconded the motion. The motion passed unanimously.

Mr. Segina moved, and Mr. Krovic seconded the motion that the 2019 Audited Financial Statements for the Steelton Water Authority be accepted as presented. The motion passed unanimously.

Messrs. Cory Drummond and Ed Zack made a preliminary report of the Strategic Management Plan prepared by Susquehanna Accounting and Consulting Solutions, Inc. The major points made during their presentation were:

- The Borough's operations are segmented by fund and consist of the following major operating activities:
 - General fund
 - Administration
 - Finance
 - Codes
 - Tax Collection
 - Police
 - Volunteer Fire
 - Emergency Management System
 - Planning/Zoning
 - Public Works
 - Recreation
 - Sewer Enterprise Fund
 - Water Authority (Assets were sold in 2019)
- Basic Information Impacts the Borough:
 - A decline in population and a drop in the median age of residents to 31.7 years of age.
 - There has been a decline in the number of housing units and property values.
 - There has been a decline in homeownership.
 - The majority of resident income is at or below the poverty line.
 - The above-listed factors place Steelton Borough below comparable statistics in both Dauphin County and the State of Pennsylvania.
- Finances
 - There was a temporary increase in the fund balance because of the sale of the Water System.
 - Funds from the sale of the Water System were used to pay off the Borough's debt.
 - The most significant use of Borough funds is in Public Safety.
 - The largest revenue source for the Borough is taxes.

- The Borough will operate at a deficit unless:
 - There is a reduction in spending.
 - New funding sources are found, or
 - There is an increase in current funding sources.

The Consultants provided the Council with several possible resolutions to the Borough's problem areas. The entire report will be reviewed, discussed, and action determined by Council members soon.

Unfinished Business:

Ms. Shambaugh requested the Council award the bid for Skate Park Phase II to Arment Concrete. She stated that Arment has submitted all the required documents. The documents have been reviewed and approved by HRG and Mr. Wion. ***Mr. Segina moved that the Arment Concrete Company be awarded the bid to complete the work for Skate Park Phase II and, the Council President and the Secretary be authorized to sign all necessary documents to finalize the agreement. Mr. Jones seconded the motion, which passed unanimously.***

Ms. Shambaugh requested the Council award the Storm Sewer Relocation Contract to E. K. Services, Inc. Further, the Council approved the mailing of the potential award letter at the last Council meeting. The company has submitted all of the required documents. The documents were reviewed and accepted by HRG and Mr. Wion. ***Ms. House moved that the Storm Sewer Relocation Contract be awarded to E. K. Services, Inc., and the Council President and Secretary be authorized to sign all documents necessary to finalize the agreement. Mr. Krovic seconded the motion, which passed unanimously.***

New Business:

Ms. Shambaugh removed the agenda item regarding the movement of funds for the Steelton Economic Development Corporation. The issue was referred to the Corporation for action.

Ms. Shambaugh asked the Council to ratify the use of funds for Covid-19 related items. She explained that the funds were used to clean Borough buildings, purchase masks, and hand sanitizer, and gloves for EMS, Police, Public Works, and Administrative Staff. The items purchased are reimbursable through FEMA. ***Ms. Hodge moved, and Ms. House seconded the motion that the Council approves the \$3,200.00 used to purchase Covid-19 related items from April 17, 2020, through May 18, 2020. The motion passed unanimously.***

Ms. House shared information regarding the improvements scheduled for Bailey Street Park. President Proctor explained that before the reorganization of the Council, Ms. Woods was Chair of the Parks & Recreation Committee. Ms. House is the current chair of the Committee. Mr. Chris Franklin approached the Borough about the memorial and refurbishing of the Baily Street Park. However, Mr. Franklin was unable to follow through with the project, so the Borough assumed responsibility for refurbishing the park. President Proctor stated that T. R. Stoner presented a base bid of \$2,904.00 to replace the play structure. A second bid was received from

A2H for \$4,500.00 for removal and installation plus an additional \$800.00 for disposal. The President said that T.R. Stoner presented the lowest bid. **Mr. Jones moved that T.R. Stoner be awarded the bid to replace the play structure at the Bailey Street Park for \$2,904.00. The motion was seconded by Ms. House and passed unanimously.** Following information from the Council President, **Ms. Hodge moved that T. R. Stoner's bid of \$3,760.00 to remove the tree and brush be approved. Mr. Krovic seconded the motion, which passed by a unanimous vote of the Council.** The cost of the new equipment and installation is being donated by HRG, at the cost of \$ 14,696.16. Their donation will be acknowledged by the placement of a plaque. **Mr. Jones moved, and Ms. House seconded the motion that the Borough of Steelton approves and accepts HRG's donation and installation of new playground equipment at the Baily Street Park. The motion was passed unanimously by the Council.** The Council President presented the information that Easter Paving submitted a bid of \$14,850 for paving, plus \$1,900.00 for painting the playground. E. K. Services' bid to do the same work was \$41,714.00. A third quote was solicited; however, no bid was submitted. **Mr. Jones moved that the Council accept the total bid of \$16,750.00 from Easter Paving to pave and paint the playground. The motion was seconded by Ms. House and passed by a unanimous vote of the Council.** After discussion, **Ms. House moved, and Mr. Krovic seconded the motion that the bid submitted by Basketball Products International to supply baskets and basketball posts for \$ 7,300.00 be accepted. The motion was unanimously approved.** There was a discussion about the Monument and supporting structure. T. R. Stoner bid \$12,659.00. DH Landscaping, a division of Q. Jones, was the lowest bidder for landscaping at \$4,930.00. The landscaping includes the concrete bench, filter fabric, retaining walls, and pavers around Monument. **Ms. House moved that the bid be awarded to DH Landscaping for \$4,930.00. Mr. Jones seconded the motion which passed by a unanimous vote of the Council.**

Ms. Shambaugh presented information regarding the Borough's efforts to secure funding to develop a park at the Steelworks site. An application for funding was submitted last month. She requested Council approves a resolution allowing the Borough to apply for additional funding. The potential grant funding could be up to \$250,000.00. **Ms. House moved that the Council pass Resolution 2020-R-18, Approving the Submission of an Application for a Greenways, Trails and Recreation Grant, and Approve the Council President and Secretary to Sign All Necessary Application Documents. Mr. Krovic seconded the motion, which passed unanimously.**

The following items were placed on the agenda for informational purposes and were not discussed during this meeting.

Department Reports:

Fire Department and Ambulance for April 2020.

Police Department for March and April 2020.

Codes Department for March and April 2020.

Communications:

The Borough received a letter of appreciation for the Police Department from PENNPRIME Insurance Trust. Their dedicated work in and to the community-at-large was acknowledged.

Public Comments:

Ms. Mary Ellen and Mr. Jim Roberts addressed the Council regarding a problem with their sewer. The Robertses have had the Borough at their residence several times to flush the sewer line. They have also engaged a plumber. Their plumber thinks there is a hairline fracture on the main sewer, and will not guarantee the work he does until it is proven that the problem is not with the Borough sewer line. Sewer staff have photographed the sewer line and reviewed them with Mr. & Mrs. Roberts and Ms. Shambaugh. The Robertses requests staff and their plumber review and photograph the line together. It was agreed that Ms. Shambaugh and sewer staff will meet with the Robertses and their plumber on May 19, 2020. President Proctor assured the couple that the issue will be review and resolved.

Council Members and staff expressed the following concerns:

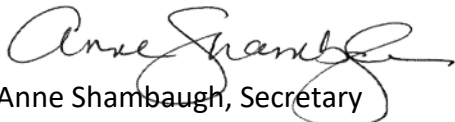
Ms. Wood thanked everyone for attending the meeting and encouraged persons to stay safe.

President Procter stated that he has heard more "scuttlebutt" within the past six months than he's heard during the seven years he has been a Councilman. He said that he has no problems with Ms. Woods, and has not engaged anyone to run against her. He acknowledged that he is developing some political strategies; however, he has only shared them with one person. President Proctor called the rumors despicable.

There was no Executive Session held during this meeting.

The meeting was adjourned at 7:44 p.m.

Respectfully submitted,


Anne Shambaugh, Secretary

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

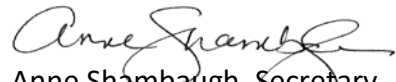
Other Business:

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,



Anne Shambaugh, Secretary

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.

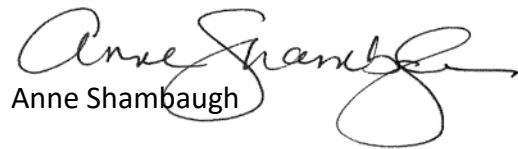
Mr. Segina stated that things were going well, and people were doing an excellent job despite the challenges presented by the pandemic.

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

STEELTON BOROUGH COUNCIL AGENDA

August 17, 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: July 20, 2020

Public Comments for Agenda Items Only:

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

Mr. Randy Watts, HRG

July Engineering Report.

ACTION ITEMS:

Approval to Pay Arment Construction
Payment Application #3 for \$ 224,519.14.

Approval of EK Services Payment
Application #1 for \$ 288,161.82.

Approval of Acquisition of Fitness
Equipment for \$3,197.96.

Unfinished Business:

New Business:

Mr. Wion

Approval of Resolution 2020-R-22
Authorizing the Submission of an
Application for a 2020 Dauphin County
Cares Act Grant.

Ms. Shambaugh

Discussion of “God’s Work. Our Hands Day” request from Trinity Lutheran Church of Steelton and St. Peter’s Lutheran Church of Highspire.

Correspondence:

Enterprise Fleet Management

Anniversary Card

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Ms. Hodge

Recommendation to accept 2020 Police Officer Civil Service Eligibility List.

Ms. Hodge

Recommendation to hire Angel Diaz, contingent on successful completion of Psychological Examination.

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

August 17, 2020

Present per Roll Call President:

Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro Tem
Denae House
William Jones
William Krovic
Natashia Woods

Maria Marcinko, Mayor
Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Gene Vance, Fire Chief
Aaron Curry, Codes Director
William Shaub, Detective Sergeant
Renee Drayton Bowers, Exec. Asst.
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Anthony Minium

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. with a call for Mayor Marcinko to lead 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, nor had any member of the public called in by phone.

After review, ***Mr. Krovic moved, and Mr. Segina seconded the motion to approve the minutes of the July 20, 2020 meeting as presented. The motion passed unanimously.***

After review, ***Mr. Jones moved and, Ms. Woods seconded the motion to approve the schedule of billing, requisitions, and change orders as presented for July 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. There were no additional comments.

Codes Department submitted a written report. Following the information, Mr. Jones remarked that the Codes Department has done an excellent job. He cited the trash cleanup at the rear of 500 North Front Street. Mr. Proctor said that the trash had been a problem for some time; however, its status as private property prevented an earlier resolution.

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

Parks and Recreation Committee - Ms. House requested the time of the Ribbon-Cutting Ceremony at the Skate Park. She was informed the event is scheduled for August 21, 2020. At 9:30 a.m. Ms. House reported that work on Bailey Street Park has begun.

NEDC Committee provided no report.

Stormwater Committee had no report.

Mayor's Report

Borough Manager's Report – Ms. Shambaugh decided not to present a report at this time.

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

Presentation:

Mr. Randy Watts, HRG, presented the July Engineering Report. He reported on the projects that are in action at this time.

Mr. Watts reported that the Skate Park Phase II construction is about 50% complete, which includes the completion of work on the concrete washout area. Arment Construction Company submitted Pay Application #3 for consideration. Also, Mr. Watts corrected the payment request inaccurately listed on the Agenda as \$ 224, 519.14. ***Mr. Segina moved, and Ms. House seconded the motion to pay Arment Construction Company for \$ 56,606.40 for work completed. The motion passed unanimously.***

Mr. Watts reported EK Services began work on the Front Street Stormwater Sewer Realignment Project, July 30, 2020. The job done includes purchased and stored materials, insulation of one inlet box, installation of some pipe, and chain-linked fence removal. He asked the Council to approve their first Application for Payment and corrected the inaccurate cost he initially presented. ***Mr. Jones moved, and Mr. Segina seconded the motion to pay EK Services Payment Application #1 for \$ 273,840.35. The motion passed unanimously.***

Information about progress made on Bailey Street Park was presented. ER Stoner has completed tree removal and basketball goals replacement on August 10, 2020. On August 11, 2020, the removal and installation of playground equipment began. The Hygienic Board work, to done by D&H Landscaping, will begin August 24, 2020. Paving of the area will start at a later date.

Mr. Watts presented information from GameTime about fitness equipment for the Skate Park. The kit included: a Usage Sign, a Joint Use Chin-Up Bar Station, a Sit-Up Station, a Push-up Station. He corrected the cost of equipment inaccurately reported on the Agenda as \$3,197.96. Council decided to take action of the information provided. ***Mr. Segina moved, and Ms. Hodge***

seconded the motion to approve MRC GameTime to provide Fitness Equipment for \$4,197.96. The motion passed unanimously.

Unfinished Business:

Mr. Wion shared newly received final confirmation from the Steel Works attorneys. The request is to vacate Adams Alley and a part of Pine Alley off Front Street west of the project. If there is no objection from the Council, he will begin and process required to reflect the changes. No objections were raised.

New Business:

Mr. Wion presented requested Council approve a Resolution concerning a grant application. The grant is a part of the Community Relief Block Grant secured by the County to assist with meeting the funds required to offset the cost of COVID-19. Ms. Shambaugh stated that the grant application was submitted on August 14, 2020, which was the application deadline. She reported the request from the Borough was \$ 1,027,675.70. Mr. Douglas Brown will meet with the Commissioners, August 19, 2020. He will inform the municipalities about the outcome of their applications following that meeting. ***Mr. Segina moved, and Mr. Krovic seconded the motion approving Resolution 2020-R-22 Authorizing the Submission of an Application for a 2020 Dauphin County Cares Act Grant. The motion passed unanimously.***

Ms. Shambaugh led a discussion on the request from Trinity Lutheran Church of Steelton and St. Peter's Lutheran Church of Highspire for the Borough's participation in "God's Work. Our Hands Day". Saturday, September 13, 2020, is the designated date for the project. Ms. Shambaugh reported that the project involves about 10-20 persons volunteering to spend 3-4 hours completing an assignment commissioned by the Borough. She considered the development of a Trash Taskforce. Ms. Hodge said, given the condition of trash in the community, it would be a good project. Ms. Shambaugh asked for other suggestions. Ms. Woods said she thinks the Greater Harrisburg Clean-Up is on that day. She will share information about Clean-up Day with Ms. Shambaugh.

Correspondence:

Mr. Proctor reported he received a Letter of Thanks from the Pettigrew family. They expressed appreciation for the Borough's support at the loss of Mr. William "Lefty" Pettigrew.

Anthony Lien and Angie Dubien from Enterprise Fleet Management sent an Anniversary/Thank You Card for using their services.

The President called for Other Business at this time.

Ms. Hodge brought four items to the Council from the Personnel Committee. One of which was the hiring of a Police Officer.

Mr. Wion explained that the Borough Civil Service Commission developed a Police Officer Eligibility List. Production of the list included the conducting of the tests and all other necessary requirements. The Commission then established a Civil Service slate of the top three candidates. Each candidate receives a score and is eligible for hire; although, those with veteran status have top priority. Angel Diaz was the leading candidate, followed by Keifter Bathgate, and Adrienne Salazar. Both Mr. Diaz and Mr. Bathgate are veterans.

Mr. Segina moved, and Mr. Krovic seconded the motion that Council accepts the 2020 Police Officer Eligibility List submitted by the Steelton Borough Civil Service Commission. The motion passed unanimously.

Ms. Hodge reported that all three candidates were considered for the vacant position. She explained that Mr. Diaz exhibits a lot of the characteristics preferred by the Committee. Also, he is bi-lingual, will provide more diversity, approached the Borough about a possible job opening, and is excited about working in the Borough. ***Mr. Krovic moved that the Council Borough hire Angel Diaz as a Patrolman in the Police Department, contingent upon the successful completion of a psychological examination. The motion was seconded by Ms. House and passed unanimously by Council.***

Ms. Hodge stated that out of five interviewees, she is presenting three candidates for Laborer positions. She listed two persons for consideration as Highway Laborers, and one person for the vacant the Sewer Laborer position.

Mr. Jones moved that Samuel Deaner be hired as a Highway Laborer in the Public Works Department. The motion was seconded by Mr. Krovic and passed unanimously.

Ms. Woods recommended that Michelle Cruz be hired as a Highway Laborer in the Public Works Department. The motion was seconded by Mr. Segina and passed unanimously.

Mr. Segina moved that Mike Comer be hired as a Laborer in the Sewer Department. Ms. Woods seconded the motion, which passed unanimously.

Ms. Hodge asked when the CEO workers should return to a five day per week work schedule. Ms. Shambaugh indicated that she will schedule their return the week of August 23, 2020. She further stated that the new Borough employees must report to duty and complete training for their positions. The Codes Department is scheduled for training, September 14, 2020. Ms. Shambaugh stated it would be good to have CEO available five-days per week for the next six weeks when the new hires will be fully ready to assume their positions.

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

Council Members and staff expressed the following concerns:

Ms. Woods, Ms. House, Mr. Jones, Mr. Krovic, Ms. Leggett-Robinson, Ms. Bowers, and Mr. Wion presented no concerns.

Mayor Marcinko began by inquiring about Mr. Emmuel Powell. Ms. Bowers told her that he was doing well. Then she expressed these concerns:

- Correspondence has been shared regarding a resident (Gretchen) concerned about the continued parking problem at the Skate Park. The Mayor informed Gretchen that an additional 12 parking spaces are being added. The Mayor also stated that the parking concern will be discussed at the Police Commission meeting.
- She asked if the parking ordinance can be changed to allow parking in the No Parking zone at 357 South 2nd Street. The restriction was made to accommodate the Wiederman Funeral Home. Since the Funeral Home was vacated, persons have parked in that area and been ticketed.
- The Mayor said the Codes Office is doing a good job. She also raised the possibility of the Borough joining the Dauphin County Litter Free Zone project.

Ms. House requested to be informed regarding the resolution to the Skate Park parking problem.

Ms. Bowers reported Wednesday and Thursday morning parking problems on the Lincoln Street hill. She said residents have complained that some people are not moving their cars for street sweeping as required by the ordinance. Those who do not remove their vehicles are not being ticketed. The residents ask why those who are in violation are not tagged. Mayor Marcinko reported that ticketing began, August 10, 2020, and a lot of tickets were issued. Ms. Bowers stated there was a potential for 30 cars to be ticketed, but no tickets were issued. Mayor Marcinko agreed the vehicles should be tagged.

Ms. Hodge stated that she appreciated the hard work that others are doing, despite the challenging environment. She also said she hoped that people can continue to work in harmony once the new normal is established. Ms. Hodge recognized the new Council members for adapting well to the situation and issues in the Borough. Ms. Hodge said that things slated to improve the Borough are getting completed, and some are near completion. She also said that the Council should be proud of all the new things happening in the Borough.

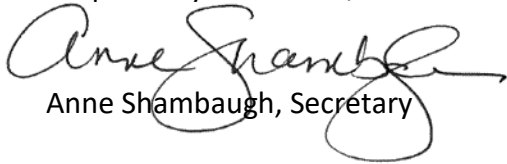
Mr. Segina had no comments.

Mr. Proctor acknowledged the parking problems in the Borough, and the police are not writing tickets. He noted that people are parking in the yellow zones and causing traffic problems. Chief Vance verified that parking is a problem for the Fire Department. Because residents do not respect the parking ordinances, the Fire Truck has difficulty traversing the streets. Ms. Hodge expressed concern about the Police Department and the lack of ticketing illegally parked cars. Mayor Marcinko stated that the week of August 9, 2020, 54 tickets were issued within three hours. Mr. Proctor expressed frustration at the physical condition of the Borough. Of particular concern is littering, the placement of trash cans, and the overflow of those cans. He stated that

people should accept responsibility for keeping the Borough clean. He also expressed frustration with citizens parking in the yellow zones, by fire hydrants, and violating other parking ordinances. President Proctor stated that he requested more ticketing be done in the Borough.

Mr. Segina moved, and Ms. Woods seconded a motion to adjourn the meeting at 7: 17 p.m. The motion was unanimously passed.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Anne Shambaugh", written in black ink. The signature is fluid and stylized, with a large loop at the end.

Anne Shambaugh, Secretary

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 Treweek 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 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.

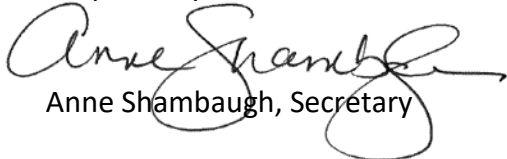
Mr. Segina moved that Council return to regular session at 8:26 p.m. The motion was seconded by Mr. Krovic and passed unanimously.

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

Steelton Borough Council Public Agenda

October 5, 2020

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from the September 21, 2020 meeting

Public Comment on Agenda Items only:

Presentation:

Randy Watts, HRG Engineer

September Engineer's Report.

ACTION ITEM:

Approval of Change Order #2 for Front Street Storm Sewer Realignment Project at a cost of \$8,604.00.

Unfinished Business:

Anne Shambaugh

Discussion of Windstream Telephone Upgrade Proposal

New Business:

Mr. Wion

Approval of Resolution 2020-R-21 Authorizing a Special Purpose Parking Permit for Ms. Keri Miller at 360 S. 2nd Street.

Ms. Shambaugh

Discussion about a Request to Hold an Event at the Skate Park. The event would occur in late October or early November, and include entertainment and food.

Ms. Shambaugh

Discussion about a Request to Paint a Mural at the Skate Park.

Communication:

PA Department of Conservation & Natural Resources

Announcement of \$111,200.00 Grant for Steel Works Brickyard Park Development.

Dauphin County Office of Tax Assessment

Notice of Change of Increase in Assessment for 431 Bessemer Street.

Dauphin County Board of Assessment Appeals

Notice of Change of Decrease in Assessed Value for 155 S. 2nd Street, 520 Ridge Street, 47 Penn Street, and 19 S. 3rd Street.

Public Comments:

Council Concerns:

Executive Session: To discuss personnel and real estate acquisition matters.

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

October 5, 2020

Present per Roll Call:

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

Maria Marcinko, Mayor
Anne Shambaugh, Borough Manager
David Wion, Solicitor
Randy Watts, Engineer - HRG
Anthony Minium, Police Chief
Aaron Curry, Codes Director
Renee Drayton Bowers, Exec. Asst.
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Keontay Hodge, Maria Marcinko, and Gene Vance, Fire Chief.

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.

After review, *Mr. Jones moved, and Mr. Segina seconded the motion to approve the minutes of the September 21, 2020 meeting as presented. The motion passed unanimously.*

Public Comments for Agenda Items Only: No member of the public was present, nor has any member of the public telephoned or emailed questions or comments.

Presentation:

Randy Watts, HRG Engineer, highlighted points from his written report of activity occurring in September 2020. The main points are:

- The Skate Park Project
 - The work on Phase II and Change Order #2 is complete. Skaters are now using the park.
 - Work Order #1 is in process. The planting of the divider foliage in the alleyway included in Phase I will be completed by October 30, 2020.
 - The project's substantial completion date is November 15, 2020, and the final payment is scheduled for November 26, 2020.
- The Front Street Storm Sewer Relocation Project
 - Phase I is complete, and the mainline storm sewer is active.
 - The connection from Frank Brown Boulevard is under construction.

The contractors have completed the removal of the existing sewer line in the Senior Life lot area.

- The removal of other pieces of the existing sewer line will be completed no later than October 15, 2020.
- Because Mr. Nebroski has not approved a temporary easement to remove the existing pipe on his property, an alternative plan was devised. Concrete bulkheads will be installed outside the Nebroski property. A line will be inserted into the bulkhead to the inlet at Turkey Hill To ensure closure of the six-inch pipe located on his property. Both actions ensure that the line is virtually inoperable. Change Order #2 will cover the cost of installing the two concrete bulkheads, the total cost of which is \$8,604.00.

Ms. Woods asked how the presence of the pipe would be affected if the Borough obtains the property. Mr. Proctor said he had given thought to that issue, and there are no plans to build on at that location. Mr. Watts noted if no building is constructed on the site, no action is necessary. ***Mr. Jones moved Council approve Change Order #2 for \$ 8,604.00. Mr. Krovic seconded the motion, which passed unanimously.***

Mr. Jones moved, and Ms. Woods seconded the motion that Council accepts the Engineer's Report as presented. The motion passed unanimously.

Unfinished Business:

Anne Shambaugh said she emailed Council members the latest copy of the proposal for a new telephone system from Windstream Enterprise. Windstream's representative is willing to work with the Borough to define the telephone system upgrades needed for all Borough buildings. The latest quote they offered is \$ 50.00 per month less than the previous one. Both Mr. Segina and Mr. Wion asked to participate in the contract negotiations. Ms. Shambaugh indicated that information for review and discussion available during the October 19, 2020, Council Meeting.

New Business:

Mr. Wion presented a Resolution to Council for approval. ***Mr. Segina moved, and Ms. Woods seconded a motion to approve Resolution 2020-R-21 Authorizing a Special Purpose Parking Permit for Ms. Keri Miller at 360 S. 2nd Street. The motion passed unanimously.***

Ms. Shambaugh presented several ideas concerning the parks.

- A. In partnership with J. B. Lovecraft, Isaiah Prescott asked to use the Skate Park in late October or early November. The planners want the event held on Saturday or Sunday afternoon between noon and 6:00 p.m. The event, which is open to the public, and will include food trucks and a band. After the discussion, Council requested that the event sponsor provide specifics about the event, including how space will be used. Concerns raised by members of Council include the weather, time of sunset, how the noise will

affect the neighbors, limiting the music time, the number of events already scheduled in the last weeks of October, fee for the park's use, and responsibility for clean-up. Ms. Shambaugh is to report back to Council after obtaining more information from the event sponsor, including requesting that the event is held the first full weekend in November.

- B. Ms. Shambaugh was approached by an Illustrator/Graphic Designer about placing a mural on a ramp in the Skate Park. The designer's outline will be drawn, and children from the community would fill in the colors. Council discussed the proposal. Concerns raised include the mural's type and theme, the safety of the concrete, and the probability of the mural being vandalized. Mr. Segina reported that the original committee discussed covering graffiti with a mural; however, there was no discussion about placing a mural on the actual park. The Council determined that Ms. Shambaugh obtain more information about the proposed mural, including a sketch. Also, she is to ask if there is interest in placing a mural at Mohn Park. Further, Council determined that if the mural is placed at the Skate Park, it should be skate-oriented and put on another medium in the alley.
- C. At Representative Patti Kim's recommendation, Giant Food Stores presented a \$ 50,000.00 grant to Steelton for use at the Skate Park. Projects for include new picnic tables, playground equipment, trash containers, and bleachers. Giant requested that the Borough hold a Community Day to celebrate the installation of the new items. ***Mr. Segina moved, and Ms. Woods seconded the motion that Steelton Borough and Giant plan a Community Day to celebrate the new recreational equipment. The motion passed unanimously.***

The following communication was received:

The Pennsylvania Department of Conservation & Natural Resources announced a grant award of \$111,200.00 Grant for Steel Works Brickyard Park Development.

The Dauphin County Office of Tax Assessment sent a Notice of Change, increasing the property's assessment as 431 Bessemer Street.

The Dauphin County Board of Assessment Appeals sent a Notice of Change, decreasing the assessed value of properties listed as 155 S. 2nd Street, 520 Ridge Street, 47 Penn Street, and 19 S. 3rd Street.

Public Comments:

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

The following concerns were expressed by Employees and Council Members:

Ms. House suggested that the availability of space for murals in the parks be advertised to the community.

Ms. Woods stated that she was approached by persons interested in organizing a Home-Coming Parade for October 9, 2020. After discussion with Council members and the Police Chief, Council determined that it will not approve Borough Streets' use for a parade. One concern was getting permission from PennDot to close Front Street, which is a State road.

Mr. Wion reminded Council that there is a need for an Executive Session.

Chief Minium presented several items for consideration:

- ✓ After discussing with persons using the Skate Park a resolution of the trash problem, he recommends that additional trash cans or a dumpster be placed in the park to eliminate the trash.
- ✓ In talking with persons in the community about the failure of some persons to move their cars on a trash day, he was told that the parking tickets' price was too low. The price increase will be discussed with the Finance Committee, and recommendations brought back to Council.
- ✓ The Police vehicles are being vandalized. The brake lines have been ripped out of both Expeditions. Chief requested consideration be given to providing a locked space for parking of police and codes department vehicles. He suggested that the Borough parking lot be fitted with fencing and a movable gate to secure the cars. Upon questioning, he said that a sliding gate can be controlled by using the police radios. Mr. Proctor authorized Chief Minium to solicit quotes for securing the lot and report back to Council.
- ✓ The Dauphin County Team conducted an investigation of how the Elm Street fire was handled. The District Attorney's Office also expressed concern and mentioned holding the Borough responsible for fires' mishandling. In response, training is planned for the Fire Department. The Police Department and Mr. Curry will be included in the training to ensure that all possible participants responding to a fire will know how to properly handle a future situation.
- ✓ The Free Flu Shot Clinic will be held at the Frederick Douglas Borough Hall on October 17, 2020, from 9:00 a.m. to 3:00 p.m.
- ✓ Let's Get Together is scheduled for 11:00 a.m. to 5:00 p.m. October 17, 2020, on Locust Street between Second and Front Streets.
- ✓ The Black Lives Matter and Voice for the Voiceless Candlelight Service is scheduled for October 18, 2020, on the Locust Street Steps from 6:00 – 7:00 p.m.

Mr. Proctor announced the following events:

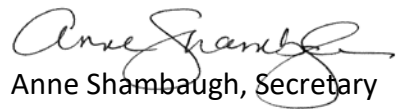
- ❖ The Groundbreaking Ceremony at the Steel Works Development site on Front Street will occur Wednesday, October 7, 2020, at 1:30 p.m.
- ❖ The Unveiling of the Hygienic School Monument and Celebration of the newly renovated Bailey Street Park is scheduled for October 17, 2020. Time for the event to be announced.
- ❖ A Food and Clothing Drive will be held at the Fire House on November 7, 2020. The aim is to have clothing and food available for those in need, particularly those affected by fires.

At 7:20 p.m., Mr. Jones moved, and Mr. Segina seconded the motion that Council moves into Executive Session to discuss personnel and real estate acquisition matters.

At 7:58 p.m., Mr. Segina moved that Council return to regular session. The motion was seconded by Mr. Jones and passed unanimously.

At 7:58 p.m., Mr. Segina moved, and Mr. Jones seconded the motion that the October 5, 2020, Steelton Borough Council Meeting be adjourned. The motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

STEELTON BOROUGH COUNCIL AGENDA

October 19, 2020

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Council Meeting Roll Call: President Proctor

Approval of minutes from the last meeting: October 5, 2020

Public Comments for Agenda Items Only:

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

Approval of Department & Committee Reports:

Fire Department & Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Report)

Parks and Recreation Committee (Oral Report)

NEDC Committee (Oral Report)

Stormwater Committee (Oral Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Mr. Randy Watts, Engineer, HRG

Action Items:

Approval of Arment Cement

Payment Application #5 for \$ 26,526.60.

Approval of E.K. Services Payment Request
3 for 164,048.41.

Unfinished Business:

New Business:

Mr. Wion

Approval of Ordinance 2020 - __ Vacating
Adams Street In The Borough Of Steelton
Located Between The Southern Right-Of-
Way Line Of North Front Street (SR 0230)
And Land Now Or Formerly Of The Borough
Of Steelton (Tax Parcel 59-019-013).

Ms. Shambaugh

Felton Street Pumping Station Emergency
Service Needed.

Ms. Shambaugh

Review and Discuss Changes Needed to the
Borough's Recycling Ordinance.

Ms. Shambaugh

Review and Approval for the 2021 Minimum
Municipal Obligation Worksheets.

Correspondence:

Dauphin County Board of Assessment Appeals

Change in Tax Assessment – 15 N. 3rd Street
– lowering Assessment effective
01/02/2021.

Dauphin County Office of Tax Assessment

Notice of Change in Assessment – 2130 S.
2nd Street – Increase Due to Land
Consolidation.

Dauphin County Industrial Dev. Authority

Notice of Local Share Municipal Grant
Application Hearing – November 5, 2020 at 5:30
p.m.

Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

October 19, 2020

Present per Roll Call:

Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge
Denaë House
William Jones
William Krovic
Natashia Woods

David Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Keith Miller, Public Works
Renee Drayton Bowers, Exec. Asst.
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Maria Marcinko.

In compliance with CDC Guidelines regarding Covid-19, the Steelton Borough Council Meeting was conducted by video/telephone conference. President Proctor requested Vice President Segina conduct the meeting because he did not have an agenda. Mr. Segina opened the meeting at 6:30 p.m. Mr. Proctor led the assembly in a Moment of Silence.

After review, ***Mr. Jones moved, and Ms. Hodge seconded the motion to approve the minutes of the October 5, 2020 meeting as presented. The motion passed unanimously.***

Public Comments for Agenda Items Only: Ms. Ryan Maxwell was present at the meeting but had no comments on agenda items.

After review, ***Ms. Hodge moved that the schedule of billing, requisitions, and change orders for September 2020 be accepted as presented. Ms. Woods seconded the motion, which passed unanimously.***

Approval of Department & Committee Reports:

Fire Department & Ambulance – submitted a written report with no additional comments.

Police Department submitted a written report with additional comments -

Chief Minium announced that the Voice for the Voiceless would like to re-schedule their Candlelight Vigil. ***Mr. Jones moved, and Ms. House seconded the motion to change the Voice for the Voiceless Candlelight Vigil to Sunday, November 1, 2020, on the Locust Street Steps from 6:00 – 8:00 p.m. The motion passed unanimously.***

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

Public Works - submitted a written statistical report, with no additional comments

Parks and Recreation Committee – Ms. House made an oral report:

- Ms. Shambaugh is working with HRG, and E & K Paving Company are working together to find a solution to the unacceptable paving work done at the Eastside Park,
- The exercise equipment approved for placement in Memorial Park is on backorder, and
- Change Order #2 at the Skate Park has been completed.
- Ms. Shambaugh said the original time approved for the Trick or Treat Parade was in conflict with the Prince of Peace Parish's schedule. She asked that the parade be re-scheduled. ***Mr. Krovic moved that the Trick or Treat Parade, scheduled for Saturday, October 31, 2020, from the Locust Street Steps to the Prince of Peace Parish be held between noon and 2:00 p.m. Mr. Proctor seconded the motion.***
An objection was made by Ms. Hodge, who stated that because of Covid-19, her child would not participate. ***The Vice President called for a roll call vote.***

Mr. Proctor – aye Ms. Hodge – nay Mr. Segina - aye

Mr. Jones – aye Ms. House - nay

Ms. Woods – aye Mr. Krovic - aye

The motion passed by a majority vote.

NEDC Committee – Ms. Hodge made an oral report –

- ✓ The October 7, 2020, Groundbreaking Ceremony at Steel Works was a success.
- ✓ The Ribbon Cutting Ceremony at Franklin Brown Townhomes will be scheduled soon. Phase I of the development is almost complete.
- ✓ The Borough's Gaming Grant presentation is scheduled for November 5, 2020, at 5:30 p.m. Ms. Shambaugh will present the Borough's request.
- ✓ Ms. Bowers is coordinating a Food and Clothing Drive to be held at the Fire House on November 7, 2020.
- ✓ "Thank you" was extended to Ms. Shambaugh and Ms. Bowers for their work on the projects.

Stormwater Committee - Ms. Woods made the following oral report:

- Ms. Shambaugh is working with Attorney Bakare to develop a Storm Water Authority in the Borough.
- A County-wide Stormwater is still in the development stages.
- Borough sewer rates were reviewed to determine if they are in line with other municipalities in the area. A decision regarding the rates is in process.

Mayor's Report – In the absence of the Mayor, no report was tendered.

Borough Manager's Report – Ms. Shambaugh made an oral report:

- ✓ Thanks to Chief Minium for his assistance in keeping the Borough Building and employees safe, ensuring that the building was clean during the past few weeks.
- ✓ She thanked the Council for sharing information with her regarding the budget.
- ✓ The budget process is moving along well and should be completed soon.

Following the Department and Committee Reports presentation, Ms. Hodge moved that the reports be accepted as presented. Ms. House seconded the motion, which passed unanimously.

Presentation:

Mr. Randy Watts, Engineer from HRG, requested the Council to act on two items concerning project work in the Borough. He reported that significant progress has been made, and projects are moving toward completion. After his presentation, the following actions were taken:

Mr. Jones moved that Council approve Payment Application #5 from Arment Cement for the Skate Park Phase II for \$ 26,526.60. Ms. Woods seconded the motion, which unanimously.

Mr. Jones moved, and Mr. Krovic seconded the motion that Payment Request #3 from E.K. Services for 164,048.41 be approved. The motion passed unanimously.

There was no Unfinished Business to be addressed by the Council.

The following New Business was discussed:

Mr. Wion presented information regarding the need for the Borough to vacate a portion of Adams Street. ***Ms. Hodge moved that Council approve Ordinance 2020 – 1 Vacating Adams Street In The Borough Of Steelton Located Between The Southern Right-Of-Way Line Of North Front Street (SR 0230) And Land Now Or Formerly Of The Borough Of Steelton (Tax Parcel 59-019-013). Mr. Jones seconded the motion, which passed unanimously.*** Following the vote, Mr. Wion explained that a second Ordinance was written and advertised. The Ordinance would have vacated property along Pine Alley, on the western side of Front Street, by Turkey Hill. However, the action was deemed unnecessary.

Ms. Shambaugh presented information regarding the need for emergency action at the Felton Street Pumping Station. Sewer Pump #1 has deteriorated to the point that it is inoperable. This means Pump #2 is the only working pump. It cannot handle the volume of waste that goes through the station. Bloomington Glen Contractors, Inc. was consulted, and they recommended both pumps be replaced so the work could be evenly distributed. The company has priced pumps available through the P.A. CoStars, so there is no need to solicit bids for the purchase. Ms. Shambaugh reported that the money to fund the project will be taken from the GOB 2015 Bond proceeds. President Proctor asked why money from the Sewer Fund was not used. Mr. Segina responded by recommending the Bond funds be used and reimbursed from the Sewer Fund. President Proctor agreed to that action. ***Ms. Hodge moved that the Council authorizes Ms. Shambaugh to work with Blooming Glen Construction Company, Inc. to purchase, install and train staff on two new pumps and controllers at the cost of \$ 145,000.00. Ms. House seconded the motion, which passed unanimously.***

Ms. Shambaugh presented information about the changes needed to the Borough's Recycling Ordinance. In consultation with DEP and Harrisburg Recycling, it was determined that minor wording changes are required. The changes will bring the Borough into compliance with a request made by the administrators of the 904 Grant received by the Borough. The \$100,000.00 Recycling Grant was requested to help the Borough repay Harrisburg for the trash cans and other Borough needs. Mr. Wion noted that there is no legal problem with making the requested changes. Council authorized Ms. Shambaugh to work with Mr. Wion to execute the necessary changes.

Further, Mr. Wion said that two Ordinances must be revised. The first is Chapter 86, which contains the recycling Ordinances. The second is Chapter 92, which includes the Solid Waste Ordinances. Mr. Wion told Council that he will have the revised Ordinances prepared and advertised for presentation and approval at the November 18, 2020 meeting.

Ms. Shambaugh reviewed the 2021 Minimum Municipal Obligations Worksheets with Council for approval. The 2021 Municipal Budget for non-uniformed employees is \$201,609.00. The budgeted cost for uniformed employees is \$197,689.97. Mr. Wion explained that Council needs to accept, not approve the Worksheet. ***Mr. Jones moved, and Ms. Hodge seconded the motion to accept the 2021 Minimum Municipal Obligation as presented. The motion passed unanimously.*** Mr. Segina asked Ms. Shambaugh to compare the 2020 and 2021 costs. She stated that she would email the information to Council members.

Correspondence:

Dauphin County Board of Assessment Appeals informed the Borough of a Change in Tax Assessment for 15 North Third Street. The assessment occurred is lowered, effective January 2, 2021.

Dauphin County Office of Tax Assessment Notice of Change in Assessment informed the Borough of an increase in tax assessment for 2130 South Second Street. The increase is due to the consolidation of land.

Dauphin County Industrial Development Authority announced that the Borough's Local Share Municipal Grant Application Hearing will occur November 5, 2020, at 5:30 p.m.

Public Comments:

Ms. Ryan C. Maxwell, 422 Cameron Street was present by telephone. She thanked the Council for allowing her to participate as Chair of the Hygienic School Memorial Project. She enjoyed the work, although she found working on the committee challenging. At this time, she has no plans to continue participating on the project. It was noted that at the beginning of the project, Ms. Hodge was the Chair and Ms. Kratzer was the Co-Chair. Ms. Maxwell stated that she had seen the approved plans for the memorial, however, what she saw the Memorial Celebration did not look like the approved plan.

Ms. Cheryl Powell, 321 Lebanon Street, attended the meeting via telephone. Ms. Powell raised issues regarding the necessity of Council Members names included on the Memorial. She also asserted that Ms. Maxwell did not attend all the committee meetings, thereby missed some discussions regarding the final version of the monument.

Council & Staff Concerns:

Mr. Curry, Mr. Miller, Mr. Vance, Ms. Leggett-Robinson, Ms. Woods. Mr. Krovic, Ms. Shambaugh, Mr. Wion, and Mr. Proctor expressed no concerns.

Ms. Jones thanked persons for attending the meeting and asked that everyone stay safe.

Ms. House stated that committee did a good job with the planning and implementation of the Hygienic School Monument Ceremony. She declared it a success. Ms. House reminded persons to stay safe.

Mr. Segina announced an Executive Session to discuss personnel issues.

Ms. Bowers informed Council that Steelton Borough mask are being sold to raise funds for the upcoming Food and Clothing Drive. The mask will cost \$10.00 each, and will be available for sale October 21, 2020.

Ms. Hodge informed Council that she missed the last two meetings because she was ill. She also asked persons to stay safe. She further stated that she is pleased that despite the differences, the Council can come together and accomplish things. As adults, Ms. Hodge further noted that persons need to stand by who they are and help the Borough move forward. She said that she will not deal with personal issues since she was elected by the public to get the work done. Finally, she reproved those persons not working toward the Borough's success "get on board" and support forward movement.

Mr. Segina thanked the residents and staff for their participation in the meeting. In response to Ms. Maxwell's question about how to know when the Council meets, he announced that the time and information for attending Council Meetings are posted on the website one week before the meeting.

At 7:21 p.m., Ms. Hodge moved, and Ms. House seconded the motion to adjourn into Executive Session. The motion passed unanimously.

Other Business:

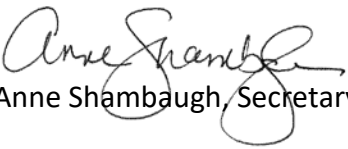
Council returned to regular session following the Executive Session.

Ms. Hodge moved, and Mr. Krovic seconded the motion that Michelle Cruz be terminated as a probationary employee effective October 20, 2020. The motion passed unanimously.

Ms. House moved, and Mr. Proctor seconded the motion authorizing Ms. Shambaugh to advertise a Public Works Department Highway Division position. The motion passed unanimously.

At 7:33 p.m., Ms. Woods moved, and Ms. House seconded the motion to adjourn the October 19, 2020, Steelton Borough Council Meeting. The motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

Steelton Borough Council Agenda

November 2, 2020

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from the October 19, 2020 meeting

Public Comment on Agenda Items only:

Presentation:

Shawn Gold

Proposed Art Sculpture Project

Randy Watts, HRG Engineer

October Engineer's Report.

Unfinished Business:

Ms. Shambaugh

Review and Approval of Windstream Enterprises Contract.

Mr. Wion

Ordinance 2020-2, Amending the Code of the Borough of Steelton PA, Chapter 86

Mr. Wion

Ordinance 2020-3, Amending the Code of the Borough of Steelton, PA, Chapter 92

New Business:

Ms. Shambaugh

Recommending November 4th Planning Commission Review on Steel Works, LLC's Request for Zoning Amendment. Public Hearing on the Request to be scheduled for December 7, 2020.

Ms. Shambaugh

Review and request to advertise the 2021 proposed General fund Budget.

Ms. Shambaugh

Review and request to advertise the 2021 proposed Sewer Fund Budget.

Ms. Shambaugh

Review and request to advertise the 2021 proposed Capital Improvement Fund Budget.

Communication:

PPL Electric Utilities

Process for the Evaluation of Electric Transmissions in Steelton Borough.

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

November 2, 2020

Present per Roll Call:

Brian Proctor, President	David Wion, Solicitor
Mike Segina, Vice President	Anne Shambaugh, Borough Manager
Keontay Hodge, President Pro Tem	Randy Watts, Engineer - HRG
Denae House	Anthony Minium, Police Chief
William Jones	Gene Vance, Fire Chief
Natashia Woods	Aaron Curry, Codes Director
	Renee Drayton Bowers, Exec. Asst.
	Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: William Krovic, Maria Marcinko, and Keith Miller.

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. by calling the roll. Mr. Jones led the body in a moment of silence.

After review, ***Mr. Segina moved, and Ms. Woods seconded the motion to approve the minutes of the October 19, 2020 meeting as presented. The motion passed unanimously.***

Mr. Shawn Gold, a member of the public, was present. Since he was listed on the agenda to make a presentation, he made no comment at this time. No other members of the public attended, nor did any member of the public telephone, mail, or email questions or comments concerning agenda items.

Presentations:

Mr. Shawn Gold proposed placing a replica of the Golden Gate Bridge or other monument in the Steelton community. He is asking for Council's support moving forward with his vision. Community support and outside investments are being investigated to finance the bridge. Ms. Hodge asked about the significance of the Golden Gate Bridge. Mr. Gold explained that the steel produced at the Pennsylvania Steel Company, founded in 1877, made most of the steel used to build the bridge. He feels the project will emphasize Steelton's historical value and become an integral part of the revitalization project. Ms. Hodge said she thought it is a good idea and offered to talk with Mr. Gold to discuss the concept and methods to implement the project. President Proctor placed the project for work with the NEDC Committee. Ms. Woods asked about the size and possible placement of the replica. Mr. Gold said he thought placing

the project at the Borough entrance or exit would be beneficial. The size of the project will depend on the engineering, design, and available funds. Mr. Gold was instructed to work with the NEDC Committee.

Randy Watts, HRG Engineer, presented the October 2020 Engineer's Report. He provided an update on the two main projects under construction:

1. Skate Park – Arment Concrete Company completed Change Order #1. The work included building a plaza lane at the end of Phase II and building a deck and railing around the Phase I bowl. Arment requested a revision of Change Order #1b approved at the July 20, 2020 meeting. The approved quote was \$ 4,320.00. Mr. Watts reported that between July and the actual construction time, the cost of wood decking tripled. The actual price of construction materials was \$ 6,480.00. Arment is requesting a pay increase to \$ 8,640, which is double the original approved cost.
2. President Proctor clarified that Mr. Watts is requesting Change Order #1b be amended to increase the cost from \$ 4,320.00 to \$ 8,640.00. Mr. Segina asked when the original order was approved. Both President Proctor and Mr. Watts confirmed that the order was approved in July. Ms. Woods asked why this information is being presented now. Mr. Watts responded that the quote was made in July and signed off by the contractor in September; however, the material cost has increased. Ms. Woods asked for documentation of the increased cost. Mr. Watts stated that he would ask for documentation. The contractor requested the change hours before the meeting, so there was no time for a detailed discussion. Ms. Shambaugh noted that the work has been completed. Ms. Shambaugh added that the Borough has money in the grant to pay for the increase if authorized. Ms. Woods stated that the Council should have been notified of the increased cost before this time. Mr. Jones requested information regarding the timing of the price increase. Ms. Hodge stated that the price increased because the work was not completed when the Change Order was approved. Further, she contended that the Council should have been notified about the price increase before the work was completed. Mr. Segina requested that Arment consider splitting the cost of the difference in material cost. Mr. Watts reported the company says the actual cost of materials is \$ 6,480.00 plus a labor charge of \$ 2,160.00 makes the requested price \$ 8,640.00. He agreed to ask that the company and Borough split the materials increase. Ms. Hodge recalled a similar issue with the Public Works vehicle. She stated she does not support paying the increase and recommended that the matter be tabled until additional information can be obtained.
3. Front Street Storm Sewer Project work is complete, including storm sewer work up to and including the Turkey Hill property. Phase II work is on hold but should re-start in mid to late November. In coordination with ArcelorMittal, the work on Locust Street is scheduled for early December 2020.

President Proctor summarized the agreement with Mr. Watts:

- He will provide a breakdown of the Change Order #1b change request, including the provision of invoices and back-up documentation.
- He will comply with Council instructions to ask Arment if they are willing to split the material cost difference with the Borough.

Ms. Woods moved, and Mr. Segina seconded the motion to accept the October Engineer's Report as presented. The motion passed unanimously.

Unfinished Business:

Ms. Shambaugh presented the contract from Windstream Enterprises for a new telephone system for the Borough. The proposed contract and agreement were reviewed by Mr. Wion. His suggested changes were approved by Windstream legal staff. Ms. Shambaugh requested the Council authorize the contract and agreement. ***Ms. Hodge moved that Council authorize the contract and agreement with Windstream Enterprises for a new telephone system for Steelton Borough buildings. The motion was seconded by Mr. Segina and approved unanimously.***

Mr. Wion introduced an amendment to the recycling ordinance. As presented to Council at the October 19, 2020 meeting, the changes are required to meet the requirements of the 904 Grant. The Ordinance was advertised as needed, and he requested the Council's approval. ***Mr. Segina moved Council approve Ordinance 2020-02 Amending the Code of the Borough of Steelton PA, Chapter 86. The motion was seconded by Ms. Hodge and passed unanimously.***

Mr. Wion asked the Council to approve an amendment to the Solid Waste Ordinance. The amendment is required to become consistent with the agreement made with Harrisburg Waste Management. ***Mr. Jones moved that Council approve Ordinance 2020-03 Amending the Solid Waste Code of the Borough of Steelton, Chapter 92. Ms. Hodge seconded the motion, which passed unanimously.***

New Business:

Ms. Shambaugh explained that Steel Works, LLC provided conceptual designs for proposed building construction. The plans include constructing residential areas on both the first and second levels of commercial buildings. Currently, the Borough's Zoning Ordinance only allows residential areas on the second floor. Steel Works is asking for Council's support for the Ordinance change. Mr. Wion explained that Council should send a recommendation to both the Borough and Tri-County Planning Commissions for consideration. Within 30 days, the Council should hold a Public Hearing on the proposed Ordinance change and take whatever action is required. Ms. Shambaugh clarified that there will be no change to the zoning map; rather, the change will be in the Ordinance language. Ms. Hodge asked if the difference would be affected

by ADA compliance requirements. Ms. Shambaugh and Mr. Wion clarified that ADA compliance will not be affected since all of their requirements must be met in any construction type. President Proctor noted that having the ability to use both floors for residential areas will allow for the complete occupation of the buildings. Ms. Shambaugh said over the next few months, the Planning Commission will also review the Comprehensive Plan included in the Strategic Plan developed by Cory Troutman. ***Ms. Hodge moved that Council request both the Steelton Borough and Tri-County Planning Commissions review a change in the Zoning Ordinance language to allow residential areas on the first and second floors of commercial buildings. Further, a Public Hearing on the proposed Ordinance change will be held at the December 7, 2020, Council Meeting. Ms. Woods seconded the motion, which passed unanimously.***

Ms. Shambaugh presented the 2021 Budgets for the General Fund, the Sewer Fund, and the new Capital Improvement Fund. She reported that she, Mr. Segina, Ms. Woods, Ms. House, and Ms. Paul met every Thursday for five weeks. They reviewed recommendations and requests from Departments Heads, Committee Members, and other committees presented for inclusion in the 2021 budgets during their meetings.

Ms. Shambaugh reviewed the proposed 2021 General Fund Budget with Council.

The General Fund Budget is balanced at \$ 4,250,405.00. It includes:

- Increase in the cost of parking tickets. Ticket costs will double in an attempt to get compliance with parking laws. The increase is not designed to increase Borough revenue.
- Increase in Building Permits for commercial projects. Previous budgets allowed projects over \$ 50,000.00 to pay \$ 6.00 per \$ 1,000.00 of construction value. The 2021 budget allows \$ 12.00 per \$ 1,000.00 of construction value. This change brings the Borough's rates in line with standard rates.
- A new position for a Public Works Director was established. This is non-union management person reports directly to the Borough Manager and Council. The proposed salary is \$ 65,000.00 per year plus family benefits. The person would have responsibility for oversight of the Highway and Sewer Departments. Funding for the position is split evenly between the General and Sewer Funds.
- Another new position is Grant Administrator. This person will report to the Borough Manager, with responsibilities to assist with grant writing for all phases and departments. The individual would also provide additional assistance to other departments.
- Most Departments sustained a neutral decline in the smaller portions of the budget, and

- The total General Fund Budget experienced a slight increase because of the new positions and a rise of 10% for benefits.

The Sewer Fund Budget is balanced at \$2,108,644.00. Of note in the 2021 budget is:

- Revenue includes an increase in sewer fees of 1.5% effective January 1, 2021, with an additional 1.5% increase effective July 1, 2021. The sewer rate assessment study recognized a rise in cost for repairs and maintenance at the Hoffer and Felton Street Pumping Stations. Consideration for infrastructure changes and repairs were considered. The Sewer Rate Study conducted by HRG recommended a two-step increase process. The first phase is a stair-step increase during the first year designed to reduce the residents' financial pressure. The next phase is a 3% increase every other year over five years, and
- Cost of the new Public Works Director position.

Ms. Shambaugh discussed the new Capital Improvement Fund Budget. This budget is designed to manage any large projects for any Department in the Borough. This included infrastructure changes or repairs, vehicles, equipment, anything that might be acquired through a grant, and some items that cost over \$5,000.00. The current budget includes:

- The Pennsylvania Small Water Grant, which covers Phase II of the Storm Sewer Realignment Relocation Project.
- DCNR C2P2 Grant provides funds for completion of the Brickyard Community Park.
- RACP Grant
- Money to transfer back to the Sewer Fund to cover the cost of the installation of the new pumps, and equipment at the Felton Street Pump Station. Although the project has been approved, it probably will not be completed until 2021. The funds cannot be returned to the account until the project is completed.

Ms. Shambaugh noted that the Finance Commission was conservative in projecting the revenue on taxes because of the economic effects the pandemic may have on the residents of the Borough. She also shared a line item of \$23,000.00 was included in the Police Department Budget. The line item is to replace police radios; however, Chief Minium was informed that Dauphin County awarded the Department an \$80,000.00 grant toward purchase of the radios. The grant provides a significant cost reduction and reduces the Borough cost to \$ 2,000.00 for the next five years. If the Council agrees, the purchase of the radios will be made within the next few weeks. The first payment on the radios is due November 2021.

Mr. Segina moved that the 2021 General Fund Budget, 2021 Sewer Budget, and 2021 Capital Fund Budget be advertised and placed before the public for 30 days. The motion was seconded by Ms. Woods and passed unanimously.

Communications:

The Borough and its residents received a letter from PPL Electric Utilities describing the process developed to evaluate the Borough's electric transmissions.

Public Comments:

No members of the public were present to make comments. No members of the public submitted opinions or questions by mail, email, or telephone.

Council and Staff Concerns and Comments:

Ms. Woods thanked Ms. Shambaugh and the staff for preparations made for the Finance Committee. She also thanked them for their participation in the preparation of and attendance at the Halloween Parade. She reported that the Trunk or Trick event at Prince of Peace Parish went well. Ms. Woods asked for an update on the 101 Locust Street project. Ms. Shambaugh reported that Habitat for Humanity withdrew from the project because of the significant structural damage to the house. She said that grants from Dauphin County Community Development Block Grant, awarded to renovate the Locust Street Retaining Wall, could be reallocated to raze the house. A monument commemorating the historical value of the property will be erected at that location. Ms. Shambaugh is working with the County to secure the funds. She is also establishing a budget for the new focus of the project.

Ms. House thanked Ms. Shambaugh and the staff for their work on the budgets. She stated that the Halloween Parade went well, even though there were not many participants. She indicated that the concern about Covid-19 and the cold weather could have contributed to the minimum participation. She advised persons to stay safe and vote.

Mr. Jones thanked the Council for all the support being poured into the community. He reported that the Steelton Highspire United Halloween event went well, and the Borough's contribution was well received. He attended the Candlelight Service and said that it was very nice. Mr. Jones expressed excitement about the events and persons working together to make things happen in the community. He asked Ms. Drayton Bowers if the Steelton masks were ready for distribution. She responded yes.

Mr. Wion, Ms. Shambaugh, Chief Minium, Mr. Curry, and Ms. Leggett-Robinson offered no comments

President Proctor questioned the absence of Keith Miller. Ms. Shambaugh stated that he was invited to attend the meeting, and she will investigate his absence.

Ms. Drayton Bowers announced that the Food and Clothing Drive is scheduled for Saturday, November 7, 2020, at the Fire Station. She reported that she has obtained food from the Elks, the Food Bank and will purchase turkeys with donations to the project. She also noted her intent to submit a written request for turkey donations to Giant Food Stores. There is a concern about the sanitation of clothing collected, which could cancel the clothing drive.

Ms. Hodge thanked Ms. Shambaugh and the staff for their hard work. She stated that Ms. Shambaugh, Ms. Drayton Bowers, Chief Minium, and Mr. Curry were pivotal to everything

happening in the Borough. Ms. Hodge said that persons outside the Borough talk about how well staff is working with the community at-large, and how positive things are being done in the Borough. Ms. Hodge encouraged persons to remember the importance of voting. She stated that she hopes people understand that "becoming a part of the process will not stagnate the progress."

Mr. Segina thanked Ms. Shambaugh, Ms. Paul, Department heads, and everyone involved in the budget process for their involvement. He remembered that he and Ms. Shambaugh began laying the groundwork for the budgeting process in August. Mr. Segina also remarked how much he appreciates the contributions made by Mr. Wion.

Mr. Proctor expressed no comments or concerns. He asked if there was a need for an Executive Session. Ms. Shambaugh responded yes - to address personnel issues.

At 7:59 p.m., Mr. Segina moved, and Ms. Woods seconded the motion to for Council to move into Executive Session. The motion passed unanimously.

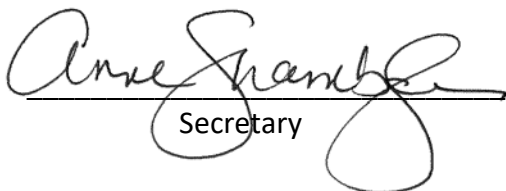
The Council resumed its regular session.

Ms. Hodge moved that Dennis Heefner's resignation from the Planning Commission be accepted effective November 1, 2020. Ms. Woods seconded the motion, which passed unanimously.

Ms. Hodge moved that Steve Mull be appointed to fill Mr. Heefner's unexpired term, effective November 1, 2020. Ms. House seconded the motion, which passed unanimously.

Mr. Segina moved that the Council meeting be adjourned at 8:01 p.m. The motion was seconded by Ms. House and passed unanimously.

Respectfully Submitted,


Secretary

STEELTON BOROUGH COUNCIL AGENDA

November 16, 2020

Call Meeting to Order & Roll Call: President Proctor

Moment of Silence:

Approval of minutes from the last meeting: November 2, 2020

Public Comments for Agenda Items Only:

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

Approval of Department & Committee Reports:

Fire Department & Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Report)

Parks and Recreation Committee (Oral Report)

NEDC Committee (Oral Report)

Stormwater Committee (Oral Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Mr. Mark Schuster, Turnkey Taxes

Assist Borough in Recovering Unassessed
Previous & Current taxes.

Mr. Randy Watts, Engineer, HRG

Action Items:

Request for Approval of Payment Application #4 for
E. K. Services for the amount of \$79,416.01

Review of Arment Cement Request for Change
Order Phase I-b Revision

Mr. Matt Arment

Discussion of Skate Park Phase II Change Order #3

Unfinished Business:

Mr. Wion

Approval of Resolution R-2020-23
Authorizing Purchase of Police Department
Radio Equipment.

New Business:

Correspondence:

Dauphin County Economic Development Corp.

Notice of Community Development Block
Grant Award of \$ 45,000.00 for the
Approval of Steelton Demolition & Acquisition
Blight Removal Project

Dauphin County Economic Development Corp.

Notice of CDBG Award of \$50,000.00 for the
Frank S. Brown Boulevard Curbing & Street
Restoration Project.

PA Dept. of Environmental Protection

Notice of Acceptable MS4 Periodic Report

Dauphin County Office of Tax Assessment

Notice of Change of Assessment for 214 Elm Street.

Dauphin County Office of Tax Assessment

Notice of Change of Assessment for 216 Elm Street.

Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

November 16, 2020

Present per Roll Call:

Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge
Denaë House
William Jones
William Krovic
Natashia Woods

Maria Marcinko, Mayor
David Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Keith Miller, Public Works
Renee Drayton Bowers, Exec. Asst.
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Aaron Curry

Others attending the meeting are Matthew Arment, Mark Schuster, Mike Musser, George Drees, and Cheryl Powell.

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. by calling the roll.

After review, ***Mr. Jones moved, and Mr. Segina seconded the motion to approve the minutes of the November 2, 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.

After review, ***Mr. Segina moved that the schedule of billing, requisitions, and change orders for October 2020 be accepted as presented. Ms. House seconded the motion, which passed unanimously.***

Approval of Department & Committee Reports:

- Fire Department - submitted a written report with no additional comment.
- Police Department – submitted a written report with no additional comment.
- Codes Department – submitted a written report with no additional comment.
- Public Works -submitted written reports with no additional comments.

- Parks and Recreation Committee – Ms. House stated the Committee needs to discuss whether the Borough will have a Christmas Tree Lighting Ceremony this year.
- NEDC Committee – Ms. Hodge reported that the Committee has not met, so there was no report.
- Stormwater Committee - Ms. Woods reported that the Committee will meet next month.
- Mayor's Report – Mayor Marcinko reported the Canine Program received a \$10,000.00 grant from Faulkner Toyota.
- Borough Manager's Report – Ms. Shambaugh said the Public Works position for the Highway Division was advertised. She, Kathy McCool, and the Personnel Committee are arranging to interview the six applicants.

Mr. Segina moved, and Mr. Krovic seconded the motion to approve the Department and Committee reports as presented. The motion passed unanimously.

Presentations:

Mr. Mark Schuster from turnkey Taxes presented a program for assessing non-taxable assets in the Borough. He explained that as a delegate from his municipality for Act 32 (PA's law on earned income tax), he discovered they were missing revenue. As a result, Mr. Schuster founded a company that developed software to gather the information municipalities needed to track and secure untaxed income. In four years, he has helped cities collect \$10 billion in untaxed revenue. Every revenue-producing avenue – household members, property, parking tickets, code violations, etc. - is entered into a database. In the case of rental units, the rental residents are specifically identified. The system can track when residents move to another address in the Borough or out of the Borough. Once a resident is identified, their employment will be noted to ensure their employer has correctly entered their Borough's Political SubDivision Code (psd code). Having the correct code ensures the Borough receives the earned income tax it is due. If the taxes have not been paid, turnkey Taxes provides the information to the County tax collection agency to collect taxes.

The company receives a 20% commission once the revenue is collected. Mr. Schuster said the service cost \$500.00 the first month. However, payment can be deferred for six months if there have been no collections during that time. It was also explained that the Council and Borough Manager determine who has access to the data system. In response to Mr. Wion's question regarding a contract, Mr. Schuster stated that he would provide one. ***Ms. Hodge moved, and Mr. Jones seconded the motion to contract with turnkey Taxes contingent upon the contract review and recommendation of Solicitor David Wion. The motion passed unanimously.*** Mark commended the Council and staff for their service during all that has happened in 2020.

Mr. Mike Musser attended the meeting at the request of Mr. Proctor. Mr. Musser said he was to be available if the Council had questions about turnkey Taxes. There were no questions. Mr.

Musser congratulated the Council and staff on achieving movement and completing some projects the Borough has worked on. He also commented on the Borough's unified approach toward getting projects finished. Ms. House thanked Mr. Musser for the assistance he provides the Borough.

Mr. Randy Watts, HRG Engineer, presented a request from EK Services for payment on the Front Street Stormwater Realignment Project. ***Mr. Jones moved, and Ms. Hodge seconded a motion to approve Payment Application #4 from E. K. Services for the amount of \$79,416.01. The motion passed unanimously.***

Ms. Shambaugh said she asked Mr. Arment, Arment Concrete, LLC, to attend the meeting to discuss the proposed Change Order #3 to the Skate Park Phase II Project. She said it was unclear from her review of the sketch if the ramp was ADA compliant. She asked Mr. Arment to certify that the ramp meets ADA requirements. Mr. Matthew Arment said the ramp would be ADA compliant. The sketch provided expresses the concept, not the final design. When the plan for the ramp and spectator deck is complete, all requirements will be met. Ms. Shambaugh reiterated her concern that the project meet all legal requirements. According to Mr. Segina, an observation deck is a good idea since it will vacate the alley and provide a seating area. He said the area residents will appreciate the change, which moves the activity further away from their homes. As presented, Mrs. Shambaugh said to accomplish the project, property owners whose land abuts the park must agree to allow easement onto their properties. Working with John Burdish from HRG will help her secure the easements. Ms. Shambaugh also stated that securing the needed property agreements will push work on the project into the Spring of 2021. ***Mr. Segina moved, and Ms. Hodge seconded the motion that Council approves Change Order # 3 for Skate Park Phase II at the cost of \$ 32,985.30, contingent upon the Borough securing easement for the project. The motion passed unanimously.***

Council Members and Mr. Arment discussed a request presented at the November 2, 2020, Council Meeting. Ms. Shambaugh said several Council members requested documentation to support the request for Change Order # I-b to Skate Park Phase II. The information was included in the Council packet for this meeting. The floor was opened for questions from the Council. Ms. Hodge asked how and why the price doubled. Mr. Arment stated they were trying to recover the price increase. The initial costs obtained in June had tripled when purchased in October. Mr. Arment said there were no price increases for the other materials. Ms. Hodge noted that she is not comfortable with how the Borough is asked to pay the increase when agreements was signed in June, but the materials were not purchased until October. Both Ms. Hodge and Mr. Arment acknowledged that the pandemic did contribute to the problem. Ms. Hodge thinks a compromise should be reached, so the Borough does not bear the increase's entire cost. The discussion about splitting the cost of the increase was raised by Ms. Shambaugh. Mr. Segina acknowledged that splitting the cost was his idea; however, he did not think splitting the cost is necessary after reviewing the documents. Ms. House stated that she thought there was an agreement to split the cost of the increase. According to Ms. Hodge, no response to the suggestion was given. ***Mr. Segina moved, and Mr. Krovic seconded the motion***

to approve the revision to Revision of Change Order #3 to the Skate Park Phase II contract and pay the requested \$ 8,640. Following a roll call vote, the motion passed by a 4 to 3 vote.

Ms. Woods – aye

Ms. House – nay

Mr. Proctor - aye

Mr. Jones– nay

Ms. Hodge - nay

Mr. Krovic – aye

Mr. Segina - aye

Unfinished Business:

Mr. Wion presented a Resolution designed to approve an action taken by the Council at the November 3, 2020 meeting. He explained that a Resolution was needed to specify the condition of that action. ***Mr. Segina moved, and Mr. Jones seconded the motion to approve Resolution R-2020-23 Authorizing Tax-Exempt Lease/Purchase Agreement to Finance the Acquisition of Police Radios. The motion passed unanimously.***

There was no new business discussed by the Council at this meeting.

The following correspondence was received and reviewed by the Council:

A notice from the Dauphin County Economic Development Corporation informing the Borough they are the recipient of a \$45,000.00 Community Development Block Grant Award for the Steelton Demolition & Acquisition Blight Removal Project.

A notice from the Dauphin County Economic Development Corporation informing the Borough of a \$50,000.00 Community Development Block Grant to finance the Frank S. Brown Boulevard Curbing & Street Restoration Project.

The Pennsylvania Department of Environmental Protection sent notice that the MS4 Periodic Report submitted for review was acceptable. It advised the Borough to continue to identify the status of implementing best management practices as a part of the stormwater management program.

The Dauphin County Office of Tax Assessment Notices of Change of Assessment for 214 and 216 Elm Street, decreasing the properties' value because they are uninhabitable due to fire damage.

Three members of the public were present, there were no comments or observations shared with the Council, neither was there communication from other members of the public regarding concerns about the Borough.

The following Staff and Council Member concerns were raised:

Mr. Wion questioned the content of the Executive Session. According to Ms. Shambaugh, the acquisition of real estate and personnel issues are on the list.

At 7:20 p.m., Ms. House moved. Mr. Krovic seconded the motion that Council moves into Executive Session to discuss real estate acquisition and personnel issues. The motion passed unanimously.

The Council moved back into public session.

Mr. Segina moved, and Ms. Hodge seconded the motion that November 16, 2020, Steelton Borough Council Meeting be adjourned. The motion passed unanimously.

Respectfully Submitted,

Secretary

Steelton Borough Council Meeting Agenda December 7, 2020

President Proctor

Opening of Council and Roll Call

Approval of minutes from the last meeting:

November 16, 2020

Public Comments for Agenda Items Only:

PUBLIC HEARING – TEXT AMENDMENT TO BOROUGH ZONING ORDINANCE

Mr. Wion

Ordinance 2020-4 Amending Chapter 120
(Entitled Zoning)...Revising The Specific
Standards of Subsection (23)
(Entitled Mixed Use Buildings)

Mr. Randy Watts, Engineer, HRG

November, 2020 Engineer's Report

Action Items:

HRG Supplement #1 – Easement Acquisition Services

Unfinished Business:

New Business:

Ms. Shambaugh

Approval of 2021 Steelton Borough Operating Budget

Mr. Wion

Ordinance 2020-5 Making Appropriations for the Year 2021

Ms. Shambaugh

Approval of 2021 Fee Schedule

Mr. Wion

Resolution 2020-R-24 Resolution of
the Borough of Steelton Fixing Tax
Rate for Fiscal Year 2021.

Mr. Wion

Resolution 2020-R-25 - Fixing Tax Discounts and Penalties on Tax Rates for the Fiscal Year 2021

Mr. Wion

Resolution 2020-R-26 Establishing Annual Salaries, Hourly Wages and Employee Benefits for Non-Uniform and Non-Union Employees for 2021

Mr. Wion

Resolution 2020-R-27 Adopting the Borough of Steelton Police Pension Plan.

Anne Shambaugh

Approval of 2020 Audit Contract with Zelenkofske Axelrod LLC – Financial Audit \$45,000, DECED Audit \$3,500 Single Audit \$8,000.

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.

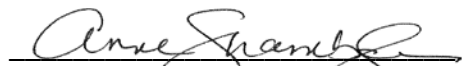
Mr. Segina moved Council to approve hiring Todd Mickey for the Public Works Highway position at \$15.00 per hour. Ms. House seconded the motion, which passed unanimously.

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

STEELTON BOROUGH COUNCIL AGENDA

December 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: December 7, 2020

Public Comments for Agenda Items Only

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

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)

Borough Manager's Report (Oral Report)

Unfinished Business:

New Business:

Anne Shambaugh

Approval of Final Payment to TR Stoner
General Contractor for \$ 631.00.

Anne Shambaugh

Approval of Payment Application #6 from
Arment Concrete for \$ 26,192.16

Anne Shambaugh

Approval of Payment Application #5 from
E. K. Services, Inc. for \$138,353.82

Anne Shambaugh

Review and Approval of Contract
between Centers for Employment
Opportunities (CEO) and the
Borough of Steelton.

Anne Shambaugh

Schedule of 2021 Borough Council
Meetings

Communications:

Steelton Highspire School District

Thank you notes to Fire Department

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

December 21, 2020

Present per Roll Call:

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

Maria Marcinko, Mayor
David Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Officer
Renee Drayton Bowers, Exec. Asst.
Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Brian Proctor, William Krovic, and Keith Miller.

Mr. Kent Austin also attended the meeting.

In compliance with CDC Guidelines regarding Covid-19, the Steelton Borough Council Meeting was conducted by video/telephone conference. Vice President Proctor Segina the meeting at 6:30 p.m. by calling the roll.

During the review of the minutes, Mr. Wion noted that the law did not require Ordinance 2020-05 to be advertised prior to change. He further noted that the law does require Resolution 2020-R-28 to be advertised prior to approval. ***Mr. Jones moved, and Ms. Woods seconded the motion to approve the minutes of the December 7, 2020 meeting with corrections presented by Mr. Wion. The motion passed unanimously.***

Public Comments for Agenda Items Only: A person from the public was present, but made no comments on agenda items.

After review, ***Mr. Jones moved that the schedule of billing, requisitions, and change orders for November 2020 be accepted as presented. Ms. Woods seconded the motion, which passed unanimously.***

Approval of Department & Committee Reports:

- Fire Department - submitted a written report with no additional comment.
- Police Department – submitted a written report with no additional comment.
- Codes Department – submitted a written report with no additional comment.
- Public Works -submitted written reports with no additional comments.

- Parks and Recreation Committee – Ms. House thanked the Fire and Police Departments for conducting the Santa Claus Fire Truck Run. She stated that the children in the community were pleased and excited.
- NEDC Committee – Ms. Hodge reported that the Committee has not met, so there was no report.
- Stormwater Committee - Ms. Woods reported that the Committee met and determined that they would use an aerial view of the Borough to assess the area. The Committee is also working to identify the green space, organize a Stormwater Authority, and set the fee requirement.
- Mayor's Report – Mayor Marcinko made no report at this time
- Borough Manager's Report – Ms. Shambaugh made no report at this time.

Ms. Hodge moved, and Ms. Woods seconded the motion to approve the Department and Committee reports as presented. The motion passed unanimously.

Old Business:

Mr. Randy Watts, HRG Engineer, presented a request from EK Services for payment on the Front Street Stormwater Realignment Project. ***Mr. Jones moved, and Ms. Hodge seconded a motion to approve Payment Application #4 from E. K. Services for the amount of \$79,416.01. The motion passed unanimously***

New Business:

Ms. Shambaugh requested approval of TR Stoner's request for final payment. ***Mr. Jones moved that Council approve the Final Payment to TR Stoner General Contractor for \$ 631.00. Ms. Hodge seconded the motion, which was approved unanimously.***

Ms. Shambaugh requested approval of the Payment Application submitted by Arment Concrete. ***Ms. Hodge moved and Mr. Jones seconded the motion to approve Payment Application #6 from Arment Concrete for \$ 26,192.16. The motion passed unanimously.***

Ms. Shambaugh requested approval a for the Payment Application submitted by E. K. Services, Inc. Mr. Watts explained the request was to cover stored materials. Those materials include 72" pipe that has not been installed. ***Mr. Jones moved Payment Application #5 from E. K. Services, Inc. for \$138,353.82 be approved. Ms. Woods seconded the motion, which passed unanimously.***

The Agenda called for the review and approval of a contract with Centers for Employment Opportunities (CEO). Mr. Wion requested the item be tabled to allow the full Request for Proposal (RFP) process to be completed.

Ms. Shambaugh shared the Schedule of 2021 Borough Council Meetings. She noted that several meetings are scheduled for Tuesday because some holidays fell on usually scheduled meeting dates.

Communications:

Superintendent Travis Waters and Director Julian Dorsey from the Steelton Highspire School District thanked the Fire Department for allowing the Fire House to be used for tutoring.

Public Comments:

Mr. Kenton Austin, 710 North Third Street – presented information regarding a school supply give-away he plans to hold at the American Legion, January 16, 2021. Ms. Hodge gave a one thousand dollar (\$1,000.00) donation from the Steelton Economic Development Foundation. Chief Minium matched the donation with funds from the Police Memorial Fund. In addition, Ms. House and others from the Borough Council and staff will serve as volunteers at the event. Mr. Austin thanked Council for its support.

Ms. Shambaugh reported that she had not received any telephone calls, email, or other form of communications from other members of the public.

Council Concerns:

Ms. House had no concerns, however she made several statements: 1) She thinks everyone did a good job in 2020 despite the complications caused by the pandemic, 2) She expressed frustration with the number of Change Orders submitted for construction work on various projects. She stated that HRG should get it right the first time, 3) She thanked the Fire Department for the Santa Run, and 4) She wished everyone a Merry Christmas.

Ms. Woods wished everyone a Merry Christmas and Happy New Year. She also asked everyone to stay safe.

Mr. Jones thanked persons for attending the meeting, wished everyone Happy Holidays, and asked people to stay safe.

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

Chief Minium stated that there should be an Executive Session to discuss personnel issues.

Mayor Marcinko expressed her appreciation for the work Conner Higgins is doing, which is improving the work of the department. She wished everyone Happy Holidays, and expressed a desire to resume meeting in Council Chambers.

Mr. Wion thanked the Council and staff for the platter and fruit basket sent as an expression of sympathy on the loss of his wife. He stated that he has served the Borough for fifty (50) years and feel like a part of the Steelton Borough family.

Ms. Shambaugh said it has been a difficult year and thanked everyone for working through as things developed. She wished everyone Happy Holidays, and announced that Ms. Drayton Bowers will be the contact person while she is on vacation the week of December 27th.

Ms. Hodge acknowledged that the year has brought different experiences for the Council to tackle. Despite the challenges, she said things worked because everyone worked together to meet them.

Mr. Segina gave recognition to the Fire and Police Departments for handling the Santa Run. He also mentioned that he experienced a savings in his home escrow fund because of the Borough's tax decrease.

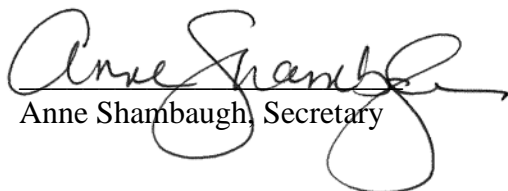
At 7:04 p.m. Ms. House moved and Ms. Hodge seconded the motion that Council adjourn into Executive Session to discuss personnel matters. The motion passed unanimously.

At 7:56 pm, Mr. Segina called the meeting back to order.

Ms. Hodge moved and Mr. Jones seconded, the extension of Tyler Vaupel's part time position with the Borough through December 31, 2021. The motion passed unanimously.

Ms. Hodge moved and Ms. Woods seconded, the suspension of Tyler Vaupel without pay January 12 – 14, 2021. After a brief discussion regarding the specific dates, the motion passed unanimously.

Respectfully Submitted,



Anne Shambaugh, Secretary