

STEELTON BOROUGH COUNCIL AGENDA

March 22, 2021

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 1, 2021

Public Comments for Agenda Items Only

Approval of schedule of billing, requisitions, and change orders as presented for:
February 2021

Department & Committee Reports:

Fire Department and Ambulance

Police Department

Codes Department

Public Works Department

Parks and Recreation Committee

Email from Emily Anderson requesting use of Skate Park during National Library Week, April 4-10, 2021.

Request to use East End Park for 1st Birthday Celebration, March 27, 2021.

NEDC Committee

Stormwater Committee

Mayor's Report

Borough Manager's Report

Presentation:

Randy Watts, Engineer, HRG

Approval of HRG Agreement for Ariel Mapping Services to be Completed by T-3.

Approval of Easement for Skate Park Phase II in the Amount of \$3,768.00

Approval to Begin Work on 101 Locust Street Retaining Wall.

Unfinished Business:

Mr. Wion

Approval of Agreement with DCLBA and Steelton for Acquisition of 158 ½ Daron Alley.

Mr. Wion

Approval of Resolution 2021-R-03 Authorizing Demolition of 158 ½ Daron Alley.

Mr. Wion

Approval of Resolution 2021-R-04 Ethics and Financial Interest Statements.

New Business:

- Mr. Wion Presentation of Auditor’s Report for The Steelton Fireman’s Relief Association for 1/1/2018 – 12/31/2019.
- Mr. Segina Approve Payment to Walters Appraisal Services, Inc. for Appraisal of 110-112 N. Front Street for a cost of \$5,000.00
- Mr. Segina Approval to Pay Riorden Materials \$ 93,635.29 for Installation of New Pumps at the Felton Street Pump Station. Payment to be made from Capital Improvement Fund. Emergency Work Order Approved in November 2020.
- Mr. Wion Approval of Shut-Off Agreement Between the Borough and PA American Water.
- Ms. Shambaugh Approval of Zelenkoske Axelrod LLC Proposal to Provide Technical Assistance to the Borough with the American Rescue Plan funding, for a cost of \$18,000.00.
- Mr. Krovic Approval for Payment to Golden Equipment for Inspection and Repair of Sweeper for \$6,826.07.
- Ms. Hodge Approval of Donation to the Roller Education Foundation.

Correspondence:

Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

March 22, 2021

Present:

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

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

Absent with Cause: Keontay Hodge, William Jones, and Anne Shambaugh.

In compliance with Governor Wolf's orders regarding Corvid -19, the Steelton Borough Council meeting was held by video/telephone conference. President Proctor opened the meeting at 6:30 p.m. The roll was called, and persons present noted.

Motion by Mr. Segina, second by Ms. Woods to approve the March 1, 2021, Council Meeting Minutes as presented. Motion passed unanimously.

One member of the public was present by phone at this time. There were no emails, letters, or other correspondence from the public received regarding agenda items.

Motion by Mr. Segina, second by Mr. Krovic to approve the schedule of billing, requisitions, and change orders as presented for February 2021. Motion passed unanimously.

Approval of Department & Committee Reports:

Fire Department & Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Report)

Mr. Miller requested permission to replace mulch with grass at the Boat Dock. He reported that due to traffic, mulch is challenging to keep in place. Grass would make the area more attractive and easier to maintain. ***By consensus, Council approved his request.***

Parks and Recreation Committee – Ms. House was not present to make the report. Emily Anderson requested use of the Skate Park during National Library Week, April 4-10, 2021. There was no information about a specific date or time included in the email.

Mr. Keith Miller requested the use of East End Park for a 1st Birthday Celebration, March 27, 2021, 2:00 – 6:00 p.m.

Moved by Mr. Segina and seconded by Ms. Woods to approve the use of the Skate Park during National Library Week, and use of East End Park March 27, 2021, from 2:00-6:00 p.m. Motion passed unanimously.

NEDC Committee - No Report

Stormwater Committee – Ms. Woods stated that the Committee met the week of March 14, 2021. The Committee reviewed the work the Committee has done to date. The review was conducted to help new member, Mr. Curry, understand the function and actions of the Committee.

Mayor's Report – Mayor Marcinko reminded the body that she asked the Council or the Borough Manager to contact Dauphin County Emergency Management. The communication should request the Fire Chief be notified if fire equipment is brought to the boat dock. She stated that she was not sure that the communication has been sent.

Note: Per 03/01/2021 Council Meeting Minutes, the Mayor instructed Chief Vance to write the letter to Dauphin County Emergency Management reminding them to contact his if fire equipment is brought into Steelton.

Borough Manager's Report – No Report.

Moved by Mr. Segina and seconded by Mr. Krovic that the Department and Committee Reports be approved as presented. Motion unanimously approved.

Presentation:

Mr. Cory Johnson, Partner with Zelenkofske Axelrod, LLC, presented a proposal to provide the Borough a service. The company would like to assist the Borough in securing and managing funds from the American Rescue Plan Act. This legislation was passed to help the nation recover from the economic problem caused by the pandemic. For the first time, financial relief is offered to municipalities. Steelton Borough is eligible for \$590,000. The company worked with 35 counties to help them with the available funds. The requirements to secure funding are rigorous. The constantly changing management instructions require specific knowledge and concentrated effort. Zelenkofske Axelrod LLC has the staff and experience to ensure the Borough receives funding and maintain funding requirements. Mr. Mike Musser attended the meeting to support the proposal and answer any specific questions Council might have for him. He stated that Zelenkofske Axelrod will be used through the Commonwealth to provide similar services to other municipalities. Mr. Wion had Mr. Johnson verify that Zelenkofske Axelrod would be providing any auditing requirements necessary in relation to these funds as part of their services

at no additional cost to the Borough. ***Moved by Mr. Segina, seconded by Ms. House, that Council accept the proposal submitted by Zelenkofske Axelrod to assist Steelton Borough with the American Rescue Plan Act for \$18,000.00. The motion passed unanimously.***

HRG Engineer Randy Watts was not present. Therefore, Mr. Wion stated that the proposal approved by Council at the March 1 2021 meeting was actually a proposal presented to HRG by T3. On March 1, 2021, HRG submitted a proposal reflecting its participation in the project. Mr. Wion reviewed the proposal and recommended it be adopted by Council. He noted that the cost is the same as approved at the March 1, 2021, Council meeting. ***Moved by Ms. Woods, seconded by Ms. House, that Council approve the HRG Agreement for Ariel Mapping Services with T3 for \$42,835.00. Motion passed unanimously.***

Mr. Watts joined the meeting stating technical difficulties prevented his earlier participation. He explained that the valuation study was completed for the proposed easement of Hummer Enterprises United Partnership property. The easement is necessary to complete the bleachers and standing area at the Skate Park. Ms. Woods asked if there would be requests for additional funds to complete the project. Mr. Watts said this should be the final work on the project. ***Moved by Mr. Krovic, seconded by Mr. Segina to approve up to \$3,768.00 to acquire property for an easement to complete Skate Park Phase II. Motion unanimously approved.***

The Council and Mr. Watts discussed action proposed for work on the renovation of 101 Locust Street Retaining Wall. Mr. Watts stated that the CDBG funds for the project must be used by December 31, 2021. This deadline places the completion of the project a time crunch. The grant application was made four years ago, which makes it necessary to update the budget. The cost presented by HRG at that time was \$195,000. Available CDBG funds are \$149,244.00. Mr. Watts asked Council's permission to start the design and for an acceptable budget figure. Mr. Proctor asked if HRG had a budget prepared. Mr. Watts said the \$195,000.00 included in the HRG's estimated proposal includes construction, contingency, legal, engineering, and administrative cost. Mr. Segina asked when the grant money was received. Mr. Proctor asked if any decision had been made concerning the building's structural soundness at 101 Locust. Then he recalled that Ms. Shambaugh had asked the county to supply the information they received from Habitat for Humanities. He further stated that extensive wall repair funding was not cost-efficient if the building was to be demolished. Ms. Leggett-Robinson said because of the uncertainty about the cost of demolishing the building and the need to use the funds before the end of the time allotted, things went back to the original plan. Mr. Wion stated that there was discussion about turning the project over to the Dauphin County Land Bank for demolition. The Land Bank was going to use their CDBG funds to conduct the demolition. After further discussion, Mr. Proctor instructed Mr. Watts to submit a proposal for repairing the wall at the April 5, 2021 meeting.

Unfinished Business:

Note: *Chief Minium joined the meeting.*

Mr. Wion requested Council to approve the proposed Agreement with the Dauphin County Land Bank Authority authorizing the acquisition and demolition of 158 ½ Daron Alley and demolition

of 158 Daron Alley. ***Moved by Mr. Krovic, seconded by Mr. Segina to approve an Agreement with Dauphin County Land Bank Authority and Steelton for Acquisition and demolition of 158 ½ Daron Alley and demolition of 158 Daron Alley. The motion passed unanimously.***

Mr. Wion presented a Resolution to Acquire and Demolish 158 ½ Daron Alley and Demolish 158 Daron Alley. ***Moved by Mr. Krovic, seconded by Ms. Woods, that Council that Council approve Resolution 2021-R-03 authorizing the acquisition and demolition of 158 ½ Daron Alley. Motion passed unanimously.***

Mr. Wion presented a Resolution that designates the Borough Public Officials and Public Employees required to file the Statements of Financial Interests pursuant to the Ethics Act. ***Motion by Mr. Segina, seconded by Ms. House for approval of Resolution 2021-R-04 pursuant to the Ethics Act. Motion passed unanimously.***

New Business:

Mr. Wion acknowledged the Auditor's Report for The Steelton Fireman's Relief Association from January 1, 2018, through December 31, 2019. The report showed two areas of the Association's lack of accountability. He stated that sharing the information with Council is for informational purposes only. The Steelton Fireman's Relief Association is a separate entity over which Council has no control or responsibility.

Mr. Segina requested Council approve payment for the appraisal of a property at 110-112 North Front Street. ***Moved by Mr. Krovic, second by Ms. Woods, Walters Appraisal Services, Inc. be paid \$5,000.00 for appraising 110-112 N. Front Street. Motion passed unanimously.***

Mr. Segina explained that Riordan Materials provided emergency repair to the Felton Street Pump Station. The work was approved by Council in November 2020. ***Moved by Ms. House, seconded by Mr. Krovic to authorize payment to Riordan Materials for Installation of New Pumps at the Felton Street Pump Station. The cost is \$ 93,635.29.*** Payment will be made from the Capital Improvement Fund.

Mr. Wion presented information about the shut-off agreement with PA American Water. He informed Council that the agreement is to disconnect the water of residents who have not paid the sewer bill. Landlords will be notified of the new requirements. ***Moved by Mr. Segina, seconded by Ms. House that Council approves the Shut-Off Agreement between the Borough and PA American Water. Motion approved unanimously.*** Mr. Segina indicated that he and the Finance Committee will discuss how this action will affect sewer fees.

Mr. Segina stated that he visited Bailey Street Park and was comfortable with the changes they have made to the basketball court. ***Moved by Mr. Segina, seconded by Ms. Woods, to pay the final 50% of the invoiced price to Acer Pavement, which amounts to \$4,187.50. Motion passed unanimously.*** Mr. Proctor stated that the company has agreed to add a seal to the topcoat and touch up the lines at no cost to the Borough.

Mr. Krovic presented information about the invoice from Golden Equipment for services rendered. Mr. Miller approved the work on February 24, 2021. Ms. Woods asked if the payment was for repairs or maintenance. According to Mr. Miller, general maintenance was needed. The machine also needed re-alignment because of hitting curbs and repairing a damaged basket and mirror bracket. ***Moved by Ms. Woods, seconded by Mr. Segina, Council approved paying \$6,826.07 to Golden Equipment for Inspection and Repair of Street Sweeper.***

Ms. Woods discussed the request for donations from the Roller Education Foundation. Mayor Marcinko asked if the money was to pay for something special or for regular school necessities. Also, she said she thought taxes paid for everyday school expenses. Ms. Woods stated that the letter did not expressly state how the money would be spent. She also said she believed the same letter was sent to the Highspire Council. ***Moved by Ms. Woods, seconded by Ms. House that Council approves a \$500.00 donation to the Roller Education Foundation. Motion passed unanimously.*** Mr. Segina said he would meet with the Finance Committee to determine which budget would fund the donation.

Correspondence:

Mr. Proctor stated that he received a letter from Brandon Flood resigning from the Zoning Board. The letter said his resignation was effective January 22, 2021. ***Moved by Mr. Krovic, seconded by Mr. Segina that Council accept Mr. Flood's resignation. Motion passed unanimously.***

Public Comments:

Four persons from the community were present by phone at this time of the meeting.

Cheryl Powell, 321 Lebanon Street – Ms. Powell asked about the automobile and truck parked on the grass on Harrisburg Street directly across from the Hilmar. Mr. Curry stated that he would look at it on March 23, 2021, to determine what can be done. Ms. Powell asked how Council could know that the \$500.00 contribution to the Roller Education Foundation is enough. She was informed that since there was no specific request or information on how the funds would be used, the amount was set. Chief Minium stated that the Police Department contributed the same amount. He was told the money was to purchase incentives for students.

Council & Staff Concerns:

Ms. Leggett-Robinson, Ms. Drayton Bowers, Mr. Miller, Mr. Curry, Mr. Wion, Ms. Woods, Mr. Krovic, and Mr. Segina had no comments.

Mr. Vance asked for more information about the Easter Egg Drive-by scheduled for April 3, 2021, at 1:00 p.m. Ms. House stated that she would share that information.

Chief Minium had two areas of concern:

- Water leaks have damaged areas of the police department. During the time necessary to prepare the damage, a place is needed to house 13 officers, two civilians, computers, and files. The entire first floor is a problem at this time. In addition to the water leaks, the

pipes were covered with asbestos, which creates a safety hazard. He asked to make a safe work environment for police department personnel. Chief asked Chief Vance if it was possible to house the police at the firehouse. Chief Vance stated that the EOC room is being renovated. Chief Minium stated another possibility is renting a trailer. Mr. Wion asked about the safety of documents stored in the vault. Chief Minium said the vault is fire and waterproof; however, it might be a good idea to remove those items to a safer environment. Chief Minium and Chief Vance will discuss possible solution and Chief will bring information to the next Council meeting.

- The police department needs a new vehicle. He has had the vehicles leased from Enterprise evaluated, and there is one that can be an even trade for a 2013 Tahoe. Chief would drive that vehicle since his vehicle was assigned to the officer on the Marshall's Taskforce. Mr. Wion recommended that he get the blue book value of both cars before making a decision. Chief Minium said he would present the information to the next Council meeting.

Mayor Marcinko raised an issue about the safety of the fire-damaged building on Second and Swatara. She reported the building was leaning and could be a hazard to the attached house and the general area. Mr. Curry stated that he would check the building on March 23, 2021.

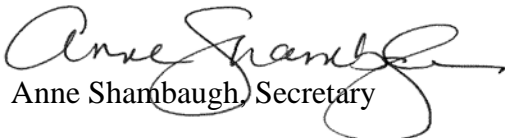
Ms. House

Ms. House stated that she was on the telephone at the time of her report, but was on mute. She announced two events scheduled for the Borough. 1.) the Easter Egg Drive-by is planned for April 3, 2021, at 1:00 p.m. She will meet with Chief Vance to finalize plans for that event. 2.) National Library Week will be celebrated on April 9, 2021, from 3:00 – 6:00 p.m. at the Skate Park. The event will include a visit by the Mobile Library.

Mr. Proctor announced the appointment of new leadership on the Personnel Committee. The Committee Chair is Denae House, Mike Segina is Co-chair, and William Krovic is a member. Mr. Proctor thanked persons for attending and participating in the Council Meeting.

Moved by Mr. Segina, seconded by Ms. House, March 22, 2021, Steelton Borough Council Meeting was adjourned by acclamation at 8:05 p.m.

Respectfully Submitted,


Anne Shambaugh, Secretary