

# STEELTON BOROUGH COUNCIL AGENDA

April 19, 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:** April 5, 2021

**Public Comments for Agenda Items Only**

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

## **Department & Committee Reports:**

Fire Department and Ambulance

Police Department

Codes Department

Public Works Department

Boat Dock Tree Trimming

Parks and Recreation Committee

Easter Egg Drive-by Reconciliation

NEDC Committee

Stormwater Committee

Mayor's Report

Borough Manager's Report

PA American Water Hydrants

## **Presentation:**

Randy Watts, HRG Engineer

## **Action Items:**

Approve T.R. Stoner Proposal to Replace  
Basketball Posts in Third Street Park.

Approve Installation of No Parking Signs on Hummer Enterprise Property.

**Unfinished Business:**

**New Business:**

Mr. Curry	Presentation of Rozman Subdivision Plan
Mr. Wion	Approval of Resolution 2021-R- Approving Final Subdivision Contingent upon the Developer Meeting Specified Conditions
Ms. Shambaugh	Approval for Asbestos Abatement on the First Floor in the amount of \$10,955.04.

**Correspondence:**

Dauphin County Tax Collection Committee	Local Earned Income Tax Filing Extension
Margaret Schweiger	Thank You Card
James Brown	Offer to Purchase 247 Frank S. Boulevard

**Public Comments:**

**Council & Staff Concerns:**

**Executive Session:**

**Other Business:**

**Adjournment:**

## STEELTON BOROUGH COUNCIL MEETING MINUTES

April 19, 2021

### Present:

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

Maria Marcinko, Mayor  
Anne Shambaugh.  
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, Exec. Asst.  
Thommie Leggett-Robinson, Exec. Asst.

### There were no absences.

As a precaution, due to the rising Covid-19 numbers, 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. Mayor Marcinko led the group in a moment of silence.

***Motion by Mr. Jones, second by Mr. Segina to approve April 5, 2021, Council Meeting Minutes as presented. Motion passed unanimously.***

Five members of the public were present by phone at this time. There were no comments, emails, letters, or other correspondence from the public regarding agenda items.

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

Ms. Hodge announced that she had joined the call.

### Department & Committee Reports:

Fire Department and Ambulance – a written report was submitted. Mayor Marcinko reported the following items from the Committee meeting:

- Reminded Council members to take the required **National Incident Management Systems (NIMS)** training.
- The Fire Department would like to use the houses on Daron Alley for training purposes.
- A significant repair is needed on the truck. The Mayor is sure the invoices were submitted.

- Applying for the Gaming Grant the first week in May 2021.
- There will be two boot drives this year. Typically, they are around Memorial Day and Labor Day. The first one is scheduled for May 28, 2021, on the Front & Swatara Streets corner. The second will be around Memorial Day.
- Chief Vance talked with Director Libhart to discuss Steelton being advised when fire truck activity is happening on the Boat Dock. They are to meet.
- The Steel Mill Fire Department would like to be more active with the Fire Department. Chief Vance plans to meet with them soon.
- Avenues for training the fire/police are being investigated.
- Charles Miller, Jr. has completed and passed the training for driving Truck. He is now scheduled to complete training to drive Engine 50.

***Moved by Mr. Segina, seconded by Ms. House to approve the updated Steelton Fire Department Driver's List as presented. Motion passed unanimously.***

Ms. Hodge wanted to know if the new engine needed repair since it is still under warranty. Mayor said it was the truck that needed repair.

Police Department – a written report was submitted. The information was supplemented orally by Chief Minium and Mayor Marcinko.

- The Department is issuing new parking tickets. The yellow envelopes have been used up and replaced by a paper ticket printed in the police cars. The change saves time for input and money for the Department.
- Chief Minium referred back to the traffic study discussed at the last meeting. It was determined that lowering the speed limit was beyond the scope of a traffic study. Chief Minium requested Council authorize obtaining a quote from HRG for an Engineer's assessment in the area of Fourth and Locust Streets. The engineer's study should focus on how traffic speed can be reduced.
  - Mayor Marcinko stated that the study would be a waste of money because implementing a new plan will not reduce that area's speed. She also said that there is a limited amount of time that police can sit in that spot to catch speeders.
  - Ms. Hodge noted the Council is taking a proactive step by putting a plan in place. She mentioned that enforcement of a lowered speed would deter persons who habitually exceed the speed limit.

***Moved by Mr. Segina, seconded by Mr. Krovic that the Council request a quote from HRG for a traffic study. Motion passed unanimously.***

Codes Department – all information was covered in the written report.

Public Works Department – a written report was submitted; however, there was discussion regarding the bids presented to trim the trees at the Boat Dock. Mr. Miller stated that there are seven dead trees at the Boat Dock that could become a safety

hazard. He solicited bids from four contractors. The proposals varied in the description of the work to be completed. Ms. Hodge asked if the Public Works Department trims trees. Mr. Miller explained that it does, but the bucket truck cannot reach the height of the trees that need to be removed. He also explained that the location and size of the trees require someone to climb the trees to trim them. Mr. Proctor asked Mr. Miller to clarify the difference between "full removal" and stump. Mr. Miller said he assumes it involves stump grinding. President Proctor instructed Mr. Miller to contact the bidders and ask them to re-bid the job to cut down seven trees to the stump. Mr. Miller is to submit the new bids at the next Council meeting. Members of the Council agreed on that course of action.

Parks and Recreation Committee – Ms. House made an oral report for the Parks & Recreation Committee. She reported that the Easter Egg Drive-by was a success. There were about 250 Easter bags given out. She thanked the volunteers, police, and fire departments for their cooperation and service. She gave a special thank you to the Easter Bunny. The written budget for the event was submitted. The budget was \$600.00; however, the actual cost was \$273.32. Thanks to the persons who donated candy for the event. Included with donations were Ms. Shambaugh and Leon from Reese's Chocolates.

NEDC Committee - there was no report.

Stormwater Committee – Since Ms. Woods had not yet joined the meeting, Ms. Shambaugh provided information about the Stormwater Committee and its activities. She, Mr. Watts, Ms. House, and Ms. Woods met. They discussed the process and coordination provided by HRG. They also discussed revising the original proposal on setting up a sub-committee and the Authority.

Mayor's Report – Mayor Marcinko announced that the 7<sup>th</sup> & 8<sup>th</sup>-grade students will complete their community service project on April 27, 2021. The Borough will provide trash bags and gloves. She also stated that there needs to be an Executive Meeting to discuss a police personnel matter.

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

- ✓ The Borough received a fire hydrant rental fee invoice from PA American. This is the first bill the Borough has received from them. Persons participating in the budget development for 2021 did not consider hydrant rental cost; therefore, this is an unbudgeted line item. The Public Hydrant Service Charge is \$4,651.69 per month. This usually is as a fire and ambulance services line item. 11-3.3 is the line that has been assigned to cover this cost. Mr. Proctor asked if it could be paid for from the sewer fund. Ms. Shambaugh will consult the auditors. Mr. Segina wondered if the cost was a result of the increased tariff. He will review the contract because he thought the accepted price was lower than the invoice.

- ✓ The new telephone system is scheduled to be installed on April 30, 2021. Work necessary to ensure all the connections are in place has been completed. However, since this will be the first run, she asked that persons be patient on the 30<sup>th</sup> as the telephone system becomes operative.
- ✓ The budget between the Dauphin Authority for the demolition of the Daron Alley properties has been fully executed.
- ✓ The insurance carriers completed a Risk assessment on the Municipal Building, Community Tax Building, and the Trewick Street Pumping Station. All three buildings showed boiler inspections conducted in 2019 and are missing tags. The boilers traditionally carry a three-year certification. Ms. Shambaugh is working with the companies that completed the assessments to make sure the updates are completed.
- ✓ The rain barrel workshop is scheduled to be conducted virtually, May 6, 2021, at 6:00 p.m. Steelton Borough was allotted 20 barrels for the project. She will have the information posted on the website and Facebook.
- ✓ A follow-up from the last meeting's discussion about delinquent trash bills was presented. The first list given by Harrisburg was 436 delinquencies, the second list was 232, and the final list is 36. 32 of those residences never received trash cans. This means that only 4 homes have not paid for trash services. Only one of the four properties is delinquent with sewer.
- ✓ On March 22, 2021, Council approved the final 50% payment to Acer Pavement for work on the Bailey Street Park basketball court. However, the minutes, which were approved, listed the amount to be made as \$4,135.00. The actual payment should have been recorded as \$8,375.00. Ms. Shambaugh acknowledged that the revised minutes needed to be presented to the Council; however, she was unsure if the corrected minutes had to be reviewed before approval. Mr. Wion said whatever amount approved is what should be paid. Ms. Shambaugh stated that to correct the problem, Council needs to authorize an additional payment of \$ 4,187.50. Mr. Wion noted that a new motion stating the outstanding amount should be made to clarify the minutes. **Moved by Mr. Segina, seconded by Mr. Krovic to adjust the original motion to read \$8,372.00.** There were questions. The questions lead to a discussion among members of the Council, the Mayor, the Solicitor, Mr. Watts, and Ms. Shambaugh regarding the quality of work done on the basketball court. It was determined that the crack in the asphalt and decal were unacceptable, and the rims are not the correct height. Another issue was if Acer Pavement would put the corrections they intend to make in writing. **A roll call vote was called.**

**Mr. Jones – nay**

**Ms. Hodge – nay**

**Mr. Krovic – nay**

**Mr. Segina – yah**

*Ms. House – nay      Mr. Proctor – yah      Motion failed.*

**Presentation:**

The T.R. Stoner proposal to replace the basketball post in the Third Street Park was tabled to the next Council Meeting.

Randy Watts reminded Council that Hummer Enterprises has agreed to allow the easement of a portion of their property. The easement is necessary to complete the bleachers and sidewalk required to finish the Skate Park project. Further, Council approved \$ 3,768.00 to pay for permanent and temporary construction easement. Because persons at the Skate Park use Hummer Enterprises' driveway, the company requested No Parking signs. At the last meeting, concern was expressed about the Borough's ability to enforce the area posted no parking since the property is in Swatara Township. Mr. Watts, Mr. Wion, and Chief Minium were supposed to discuss the issue with Swatara Township. Mr. Watts reported that in his discussions with representatives from Hummer Enterprises, they just want the signs posted to discourage persons wishing to park in their parking lot. Mr. Segina asked if the Public Works Department makes signs. Mr. Miller said they made signs for the Skate Park; however, some have been removed by residents. Mr. Watts determined that only two additional signs are necessary. Chief Minium said that because it is private property, the company would be responsible for removing offending vehicles. ***The Council approved placing the signs on the Hummer Enterprise property.***

**There was no unfinished business discussed at the meeting.**

**New Business:**

Mr. Curry presented the Rozman Subdivision Plan. The plan is to subdivide the property located at 701 North Third Street. The property, which is 38,120 sq. ft., would be divided into three lots: Lot #1 – 7,858 sq. ft.; Lot #2 – 8,000 sq. ft. and Lot #, which currently contains a building 22,262 sq. ft. At this point, there are no plans for the development of the land. Before the request was presented to the Council, the project received approval from the Steelton Zoning Board, HRG, and Dauphin County Subdivision/Land Development Review Board. Mr. Wion noted that two waivers have been requested and require action by the Council. ***Moved by Ms. Hodge, seconded by Mr. Jones for approval of a waiver for preliminary plan submission. The motion passed unanimously. Moved by Mr. Jones, seconded by Ms. House approval of a waiver to install sidewalks. Motion passed unanimously.***

To actuate the plan, Mr. Wion requested approval of a Resolution approving the Rozman Subdivision Plan. ***Moved by Ms. Krovic, seconded by Ms. House for approval of Resolution 2021-R- 5 Approving Final Subdivision Contingent upon the Developer Meeting Specified Conditions. Motion passed unanimously.***

Ms. Shambaugh presented information regarding the removal of asbestos surrounding the leaking water pipes on the first floor of the Municipal Building:

- She reminded Council that the discussion about removing the asbestos has been ongoing. The project has not been completed because the process requires the heating system to be turned off. It was prudent to wait for warmer weather before beginning the work.
- A bid from a contractor interested in completing the job was presented. The contractor will remove asbestos from both sides inside the building and the building itself.
- The removal presents no safety hazards to employees working in the building due to negative airflow.
- Before beginning the work, the company must secure the necessary permits from DEP.
- Once the asbestos is removed, contractors will be able to determine and repair the floor damage.
- Mr. Segina asked if funding for the project could come from the Sewer and General Fund. Ms. Shambaugh said yes.

***Moved by Mr. Segina, seconded by Ms. House to approve the contract with Service 1<sup>st</sup> Restoration LLC for Asbestos Abatement on the First Floor for \$10,955.04. Motion passed unanimously.***

**Correspondence:**

Dauphin County Tax Collection Committee sent information about Local Earned Income Tax Filing Extension. In response to a question, Mr. Wion stated that the Borough does not need any action.

Ms. Margaret Schweiger sent a Thank You Card to Ms. Shambaugh and the administrative staff. Mr. Proctor asked that a copy of the card be placed in Ms. Shambaugh's personnel file.

Mr. James Baum wrote an offer to purchase 247 Frank S. Boulevard. Mr. Wion stated that since the property is valued at more than \$ 1,500.00, selling the property would require setting it out to bid. Therefore, there should be no response to Mr. Baum's offer.

Ms. Shambaugh completed the Manager's Report by stating:

- ✓ She communicated with Mr. Brown and Mr. Conner about the possibility of the Dauphin County Land Bank Authority acquiring the 101 Locust Street Property for demolition. They said a formal application would be required. The gentlemen also stated that they would investigate the issue and provide a timely response.
- ✓ Kudos to the Public Works Department for their work on the baseball field.



### **Public Comments:**

Emmuel Powell, 321 Lebanon Street – asked who owned Water Alley. He is concerned about the trees growing behind the Elks building because they grow so close to the building. Mr. Wion explained that since the street was never opened or used by the public, the adjoining property owners each own one-half of the property.

Cheryl Powell, 321 Lebanon Street – asked if anything had been done about the vehicles parked on the grass on the corner of Adams and Harrisburg Street. She noted that they were still parking there. Mr. Curry informed her that a notice of violation was issued. When the time limit is over, they will begin to issue citations. Secondly, Ms. Powell asked if consideration was given to regional policing. Mayor Marcinko acknowledged there had been discussion about the issue in the past; however, all municipalities would have to agree to participate. She noted that currently, there is no discussion about regionalization.

### **Council & Staff Concerns:**

Mr. Miller, Ms. Leggett-Robinson, Ms. Drayton Bowers, Mr. Curry, Ms. Shambaugh, Chief Vance, Mr. Wion, and Mr. Krovic expressed no concerns.

Ms. Woods apologized for her tardiness.

Chief Minium asked the status of the agreement to double the parking fines. Mr. Wion informed him that an Ordinance would be required. He and Mr. Wion will work to develop an Ordinance to increase the parking fine. Mr. Proctor asked about the police and fire departments sharing space. Mr. Vance said they were waiting for Shearer to fix the back door. Ms. Shambaugh said she is waiting for Shearer to provide different options for resolving the problem.

Mr. Jones reported that he continues to get complaints from residents living near the Skate Park. The issues include the use of profanity, speeding, and causing commotions with the residents.

Ms. House thanked Keith Miller and the Public Works Department for their participation in preparing the Midget Field. She also reported that she has spoken with Mr. Beecher. He is interested in operating the Rod Brookin Summer Basketball League this summer.

Ms. Hodge stated that when she was removed from a committee, she expected to receive a written notice, not find out at a meeting or through a third party. She asked that her position as President ProTem be respected. One way to show respect is keeping her informed about is the Borough instead of getting information from the website or being from someone else. Ms. Hodge stated that she has not had contact with the Executive Committee since February 1, 2021. According to Ms. Hodge, the community is suffering because of the lack of cohesiveness

of the Council. She stated that she ran for office for the people, and they are still her focus. Ms. Hodge said she should have been notified when Mr. Segina was removed from the NEDC Committee and when Mr. Krovic joined the Committee. Both Mr. Proctor and Mr. Segina noted that he has not been on the Committee since 2020. She asked Ms. House for a photo of the police officer wearing the Easter Bunny suit.

Mr. Segina stated that the ambulance report was missing from the Departmental Reports. He asked that it be included in future reports.

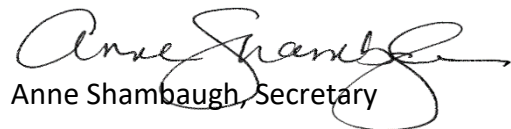
Mr. Proctor thanked persons for attending the meeting. He noted that an Executive Session was needed.

Council agreed to move into Executive Session at 8:26 p.m.

Council moved back into regular session at 9:35 p.m. No other business was discussed by the Council.

***Moved by Mr. Segina, seconded by Mr. Krovic, April 19, 2021, Steelton Borough Council Meeting end at 9:36 p.m. The motion passed unanimously.***

Respectfully submitted,

  
Anne Shambaugh, Secretary