



Approval of Bid Results for the Demolition of Daron Alley

Approval of Engineer's Report.

**Unfinished Business:**

Ms. Shambaugh

Building Update

**New Business:**

Mr. Wion

Approval of Retirement effective December 31, 2021

Ms. Shambaugh

Accept Mike Givler's resignation from the sewer department effective September 6, 2021

Mr. Wion

Approval to advertise the No Parking Ordinance along North Front Street associated with the Steel Works Development

Mr. Wion

Approval of Resolution 2021-R- Adopting the Dauphin County Hazard Mitigation Plan

Ms. Shambaugh

Approve Invoice #E212054 from EK Services for the Emergency Sanitary Sewer Main Line Repair and Replacement at Walnut and Reynders Street in the amount of \$11,275.50

Ms. Shambaugh

Approval of the Minimum Municipal Obligation Reports (MMO) for the Uniform and Non-Uniform Pension Plan Allocations in 2022

**Correspondence:**

Dauphin County – Office of Tax Claim

Upset Tax Sale Notification – September 23, 2021

PA House of Representatives

Emergency Preparedness Month – September 2021

Roller Education Foundation

Thank you letter for continued support

Dauphin County

Accepting Applications for CDBG Grants

TCRPC

Nominations for Representative of the  
Dauphin Southwest Regional Planning Area

PA Dept of Environmental Protection

Notice of Permit Correction – Steelton  
Quarry

**Public Comments:**

**Council & Staff Concerns:**

**Executive Session:**

**Other Business:**

**Adjournment:**

*Requested*

**DRAFT**

**STEELTON BOROUGH COUNCIL MEETING MINUTES**

September 20, 2021

**Present:**

Brian Proctor, President  
Michael Segina, Vice President  
Keontay Hodge, President Pro Tem  
William Jones  
William Krovic  
Natashia Woods  
Maria Marcinko, Mayor

Anne Shambaugh, Manager  
Dave Wion, Solicitor  
Anthony Minium, Police Chief  
Gene Vance, Fire Chief  
Aaron Curry, Codes Director  
Randy Watts, Engineer

Due to mold in the Borough building, the Steelton Borough Council meeting was held at IW Abel Hall. President Proctor opened the meeting at 6:31 p.m. The roll was not called; however, those in attendance are noted above.

Mr. Wion requested an addition be noted to the published agenda. He requested the discussion of the appointment of McNees Wallace as Assistant Borough Solicitor and the discussion of the Police Contract be added to the Borough's agenda. Chief Minium stated there was an error in the Police Contract so it will be discussed at the next meeting. ***Motion made by Mr. Jones, seconded by Ms. Woods to add the discussion of the appointment of McNees Wallace as Assistant Borough Solicitor to the agenda. Motion passed unanimously.***

***Motion by Mr. Jones, seconded by Mr. Segina, to approve the August 23, 2021, Council Meeting Minutes. Motion passed unanimously.***

Members of the public were present but made no comments. No forms of communication were received by the Borough Manager regarding agenda items.

***Motion made by Mr. Jones, and seconded by Ms. Woods, to approve the schedule of billing, requisitions, and change orders for August 2021. The motion passed unanimously.***

**Department & Committee Reports:**

Fire Department and Ambulance – Written report provided

Police Department – Written report provided

Codes Department – Written report provided

There was discussion regarding bikes at the top of Bessemer Street

Public Works Department – Written report provided

Parks and Recreation Committee

***Motion made by Mr. Jones, seconded by Ms. Woods, to approve the following events to be held: Gender Reveal at East End Park on September 25 between 12 pm and 6 pm;***

***Birthday Party at East End Park on September 26 between 1pm and 4 pm; Birthday Party at East End Park on October 2 between 1pm and 6pm. Motion passed unanimously.***

NEDC Committee – None

Storm water Committee – Ms. Woods stated the steering committee met and they reviewed the Borough’s storm water situation and discussed meeting dates going forward. She stated there will be at least 4 more meetings over the next six months.

Mayor’s Report – The Mayor discussed an email received from the Dauphin County Board of Elections as well as a response she penned.

After a brief discussion, ***motion made by Mr. Segina, seconded by Ms. Woods, to have Ms. Shambaugh draft a letter to mirror the Mayor’s to be delivered to the Board of Elections meeting. Motion passed unanimously.***

Borough Manager’s Report – Ms. Shambaugh reported that:

- ✓ The Liquid Fuels Audit was sent to the Finance Committee on Thursday, August 26 as requested by Mr. Segina. Ms. Shambaugh stated she was out of the office August 24 and 25 which is the reason for the delay.
- ✓ The fire hydrants at the Steel Works property have been turned facing outward as requested by Mr. Segina. Ms. Shambaugh stated and Mr. Watts confirmed, the project manager for Steel Works had been working directly with PA American Water to have this completed for more than 6 months. Ms. Shambaugh reported it was completed September 3.
- ✓ Ms. Shambaugh stated she has spoken to PA American Water regarding the need to remove bollards around a fire hydrant located in No Man’s Land. Ms. Shambaugh stated PA American is currently waiting for EK Services, the contractor, to remove the bollards. An update will be provided at the next Council meeting.
- ✓ Ms. Shambaugh stated the Ordinance regarding no-parking along Front Street near the Steel Works project will be discussed under new business later this evening.
- ✓ Mr. Proctor has asked about an RFP for a basketball court at the back of Mohn Street park. Ms. Shambaugh stated the idea for a court was discussed at the June 7 Council meeting; however, no decision was made regarding what to do. Ms. Shambaugh and Mr. Watts met on site to discuss possibilities; however, Mohn Street park was revised and upgraded using grant money. As such, the park may not be able to be altered without prior approval. Mr. Proctor asked Ms. Shambaugh to reach out to Mr. Brown and find out.

- ✓ At the June 7<sup>th</sup> meeting, Mr. Proctor also stated he and Mr. Krovic spoke about the possibility of converting Borough owned properties into parking areas throughout the Borough. Ms. Shambaugh stated while this option is not expressly denied in the Zoning Ordinance, it is denied within the Borough's Storm water Ordinance. A 100% permeable lot cannot be converted to a 0% permeable lot and a parking lot must be attached to a building or structure per the Ordinance.
- ✓ Mr. Segina asked for an update on the residents who were back billed by PA American Water. Ms. Shambaugh stated the Borough received the final list from PA American Water of the residents affected by the retro-billing. She stated overage for the first 2 on the list was approximately \$1,000. Mr. Proctor directed Ms. Shambaugh to provide the total to the Finance Committee before bringing it to Council for a final decision.

***Moved by Mr. Jones, seconded by Mr. Segina, to approve the Departmental/Committee Reports as presented. Motion passed unanimously.***

**Engineer's Action Items:**

Mr. Watts presented the August 2021 Engineer's report. Mr. Watts presented the Change Order #5 for Phase II of the Skate Park for a decrease in cost of \$1,426.22.

***Motion made by Mr. Segina, seconded by Mr. Jones, to approve Change Order #5 for Phase II of the Skate Park for a decrease of \$1,426.22. Motion passed unanimously.***

**Unfinished Business:**

Ms. Shambaugh provided an update on the construction work at the Borough building. She stated the steam pipe has been repaired and the removal of the subfloor in the Patrol and Detective offices is being started. They will begin work in the tax office next week.

**New Business:**

Mr. Wion presented his resignation as Borough Solicitor for the Borough of Steelton effective December 31, 2021. He stated he has enjoyed working with the Borough, Council members, staff and the residents over the past 52 years.

***Motion made by Mr. Jones, seconded by Ms. Woods, to reluctantly approve Mr. Wion's resignation. Motion passed unanimously.***

Mr. Proctor presented a contract for services for Ryan Gondor of McNees Wallace Nurick, LLC to be the Assistant Solicitor for the Borough through December 31, 2021. ***Motion made by Mr. Jones, seconded by Mr. Segina to approve the contract.*** Extensive discussion regarding the process used to acquire the contract with Mr. Gondor including if an RFP was done and why both Mr. Wion and Mr. Gondor will be working for the Borough for these upcoming months. Mr. Wion explained all legal matters will be directed by him; however, Mr. Gondor will be

working on the items in conjunction with Mr. Wion so he learns about the Borough and the issues that are pressing. Ms. Woods specifically asked about the contract price noting it is the same as Mr. Wion's and he has been with the Borough for 52 years. Mr. Proctor stated Mr. Wion has been giving the Borough a discount on his services since he has been with Steelton for so many years. Mr. Jones asked how the process works when a Solicitor is replaced since he has never experienced this. Mr. Wion stated Solicitors are removed and/or replaced by the Board in a number of ways. He stated there can be a transition period like we are attempting here; or the Solicitor resigns without notice or is fired and the Board must find a replacement immediately. Mr. Wion stated the Board can also request quotes from existing firms to find a replacement as was the case here. He stated there many acceptable ways to find a replacement. ***Question was called and the motion passed 4-1 with Ms. Woods voting no.***

Mr. Wion presented Resolution 2021-R-13 Appointing Borough Assistant Solicitor which Ms. Shambaugh read into the record and has been attached hereto. The contract is between the Borough and McNees Wallace Nurick, LLC.

***Motion made by Mr. Jones, seconded by Mr. Segina, to approve Resolution 2021-R-13. Motion passed 4-1 with Ms. Woods voting no.***

Ms. Shambaugh requested Borough Council approve the resignation of Mike Givler from the Sewer Department effective retroactively to September 6, 2021.

***Motion made by Mr. Jones, seconded by Ms. Woods, to accept the resignation of Mike Givler. Motion passed unanimously.***

Mr. Wion requested approval to advertise the No Parking Ordinance along North Front Street associated with the Steel Works Development. After a brief discussion, ***motion made by Mr. Jones, seconded by Ms. Woods, to approve the advertisement of the No Parking Ordinance. Motion passed unanimously.***

Mr. Wion presented Resolution 2021-R-14 Adopting the Dauphin County Hazard Mitigation Plan as the official plan of the Borough. The County adopted the Plan pursuant to the Act adopted in 2000 regarding natural risks and vulnerabilities.

***Motion made by Mr. Jones, seconded by Ms. Woods, to approve Resolution 2021-R-14. Motion passed unanimously.***

Ms. Shambaugh requested approval of Invoice #E212054 from EK Services for the emergency repair and replace of the sanitary sewer main line at Walnut and Reynders Street in the amount of \$11,275.50.

***Motion made by Mr. Jones, seconded by Mr. Segina, to approve Invoice #E212054 from EK Services in the amount of \$11,275.50. Motion passed unanimously.***

Ms. Shambaugh requested approval of the Non-Uniform Minimum Municipal Obligation report for the Pension Plan Allocation in 2022. After a brief discussion, ***motion made by Ms. Segina,***

*seconded by Ms. Woods, to approve the 2022 MMO for the Non-Uniform pension plan. Motion passed unanimously.*

**Correspondence:**

The following correspondence was provided to Council in their packets:

Dauphin County – Office of Tax Claim	Upset Tax Sale Notification – September 23, 2021
PA House of Representatives	Emergency Preparedness Month – September 2021
Roller Education Foundation	Thank you letter for continued support
Dauphin County	Accepting Applications for CDBG Grants
TCRPC	Nominations for Representative of the Dauphin Southwest Regional Planning Area
PA Dept of Environmental Protection	Notice of Permit Correction – Steelton Quarry

**Public Comment:**

Mr. Emuel Powell, Jr. – 321 Lebanon Street, stated the parking at the corner of Lincoln/Harrisburg Streets is so bad. He stated cars coming North can't see through the signs posted. Mr. Proctor instructed Chief Minimum to do a traffic study regarding this area and the concerns.

Mr. Powell asked is the Borough has a noise ordinance and asked if it has ever been enforced. He stated he had to call the Police 3 times to get a resolution. Chief Minium explained the process for citing someone for a noise ordinance violation.

Bob McCutcheon – 433 Catherine Street, asked for help with a neighboring property regarding dog feces in the yard and trash on the front porch. He stated the smell is awful. He is requesting additional help from the Codes Department. He stated Mike (from Codes) has been up to the property and when he leaves, the resident does clean up and make an improvement. He requested help from everyone, believing the more people who are involved the quicker it will get resolved. Mr. Proctor stated he rides around town but hasn't been down Catherine Street but would make it a point to look at the area in question. Mr. Jones asked if the property has been cited and Mr. Curry states there are numerous quick tickets that have been issued to the property. He stated the owner of the property has more than 5500 properties nationwide and has been sued by the Commonwealth of PA and the State of New Jersey for property related issues. Bob thanked the Codes office and everyone for listening and for helping.

Mr. Emuel Powell, Jr. – 321 Lebanon Street, asked about getting assistance with the sewer bill for the Elks Lodge. He stated they received a sewer bill for \$3,000 and the club is only in use for 2 days a week. Mr. Segina and Mr. Proctor stated they had previously been on site to examine the meter and Mr. Powell stated PA American had inspected the meter and determined there was not a leak. Mr. Proctor recommended someone at the Club write down the numbers of the meter and track it daily to determine how many gallons of water are used in a specific amount of time.

Cheryl Powell – 321 Lebanon Street, asked if McNeese, Wallace and Nurick, LLC will be the permanent solicitor in January 2022. Mr. Proctor stated it would be revisited at that time.

She also asked what will happen to the barriers along Lincoln Street in the winter months. She stated the snow plows may have trouble getting through. Mr. Proctor stated the barriers may have to be removed during the winter months.

### **Council Concerns:**

Mr. Jones stated he has concerns regarding the parking near the Elks Lodge. He is concerned about the parking across the street. He asked Borough Council if there is a lot or “space” that can be donated to the Lodge for parking. He is concerned no one will come to the meetings because there are no parking spaces available.

Chief Vance stated the Fire Engine is back and he asked Ms. Shambaugh to write a thank you letter to Paxtonia Fire Company for the use of their engine.

Chief Minium stated his office has been made aware of fires being started at the Borough parks. He researched the cost for cameras for the parks but needs assistance in acquiring electricity and wifi. He stated there are some grants available but the cost of the cameras is \$24,000.

Chief Minium requested approval to place additional barriers at Locust and Harrisburg Streets like the ones currently in place along Lincoln Street.

***Motion made by Mr. Jones, seconded by Ms. Woods, to approve the placement of barriers at Locust and Harrisburg Streets. Motion passed unanimously.***

Chief Minium stated he purchased an additional filing system for the Patrol Office which must be installed by October 15, 2021.

He stated he met with management as well as the attorney for Felton Lofts and educated them on what the Police can do to reduce the incidents of violence.

Chief Minium stated he will be asking residents to move their vehicles from the parking lots behind the Fire Station. These lots are owned by the Borough and will be posted no parking.

Chief stated he met with the Department of Housing regarding space in Cole Crest as a Police sub-station. He is currently waiting for the cost of utilities to provide a recommendation to Council on this idea.

Chief asked about the possibility of reducing the width of the sidewalks along Pine Street and 4<sup>th</sup> Street. He stated the sidewalks are oversized and if the width were reduced it would create additional space along the road for parking.

Mr. Emuel Powell, Jr. – 321 Lebanon Street, stated years ago the Borough received a grant to widen Lincoln Street but the money was used on Adams Street.

Mr. Segina stated the Finance Committee met September 9<sup>th</sup> to discuss the basics of the budget. He stated the September 23<sup>rd</sup> meeting is being moved to October 7<sup>th</sup> to ensure all data is received by staff and included for review. He stated the committee will be meeting October 14<sup>th</sup>, 21<sup>st</sup> and on the 28<sup>th</sup> if necessary. Mr. Proctor asked what the budget for the Public Works department was and Ms. Shambaugh stated her meeting with Mr. Miller was scheduled for September 23 at 1:00 pm. Mr. Proctor stated the backhoe and paver need to be fixed and included in the budget.

Mr. Proctor stated, “Mr. Wion, you know how I feel about you. I appreciate you and your service and thank you for the opportunity to get to know your wife and family over the years. Thank you for talking me off the ledge and for always taking my call no matter when it was placed. I appreciate your friendship.”

Mr. Proctor asked Council to approve a plaque in Mr. Wion’s honor. Mr. Wion stated there was plenty of time before December 31<sup>st</sup>, but Mr. Proctor stated he submitted his resignation today and it would be discussed today.

***Motion made by Mr. Jones, seconded by Mr. Segina, to move into Executive Session at 8:09 pm to discuss personnel and real estate issues. Motion passed unanimously.***

***Motion made by Mr. Segina, seconded by Ms. Woods, to move back into Public Session at 8:30 pm. Motion passed unanimously.***

***Motion made by Mr. Segina, seconded by Mr. Jones, to adopt the new Overtime Policy. Motion passed unanimously.***

***Motion made by Mr. Segina, seconded by Ms. Woods, to adopt the new Report of Hours Worked Policy. Motion passed unanimously.***

***Motion made by Mr. Jones, seconded by Mr. Segina, to adjourn at 8:32 pm. Motion passed unanimously.***

Respectfully submitted,

  
Anne Shambaugh, Secretary