

REVISED STEELTON BOROUGH COUNCIL AGENDA

January 19, 2021

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from previous meetings: December 21, 2020

Public Comment on Agenda Items only:

Mr. Randy Watts, Engineer, HRG

December 2020 Monthly Report

Action Item: Approval of HRG Supplement #1 for
Easement Acquisition Services

New Business:

Mr. Wion

Review and approval of Engagement
Letter and Agreement with Caldwell
& Kearns

Mr. Proctor

Approval to Re-Appoint Carrie
Baker to the Zoning Hearing Board

Mr. Proctor

Approval to Re-Appoint Stephen
Shaver Chair of the Vacancy Board

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

January 19, 2021

Present:

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

Maria Marcinko, Mayor
Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Renee Drayton Bowers, Admin. Asst.

Absent with Cause: William Krovic, Chief Minium, Thommie Leggett-Robinson, Keith Miller.

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. Mayor Marcinko led the group in a Moment of Silent Reflection including special concerns for the families of Steeltonian Jackie Robinson, Senator Dave Arnold and former Steel High History teacher James Woy's. Concerns were also lifted for Representative Patty Kim, Chief Minium, four Police Officers and the families of the 400 thousand persons who have died from Covid-19.

Ms. House moved and Mr. Segina seconded a motion to the December 21, 2020 Council Meeting Minutes. The motion passed unanimously.

No members of the public were present, nor were any emails, letters, or other correspondence received regarding agenda items.

President Proctor instructed Randy Watts, Engineer from HRG to move directly to the action item included on the agenda. The action item was a request for approval of HRG Supplement #1 for Easement Acquisition for Skate Park Phase II. Mr. Watts explained that Council had approved the addition of a spectator viewing area and side walk at the Skate Park. Construction of those two items require the acquisition of permanent easement of a 5'x160' area and a temporary easement for construction. HRG must negotiate with Hummer Enterprises Limited to secure the property needed. Mr. Watts said a December 30, 2020 request was sent in the Council packet; however, he cited an updated letter dated January 14, 2021. The December 30, 2020 communication included an estimated cost of \$9,000 for Easement Services. HRG has found that the work needed to complete the task is over and beyond the original work. He presented three areas that required more time and work than anticipated. 1) the acquisition process 2) contract administration and construction observation services 3) processing seven applications for payment vs. the three anticipated, plus three change orders. The original cost of easement services is based on time and materials. The cost for changes #2 and #3 is an additional \$6,500. This addition makes the total request for services \$ 15, 500. Mr. Segina noted that the updated request was dated January 14, 2021, but the original request was not received until the January 15th. He wondered why the discrepancies in the receipt of the information. He then asked why

the request for \$15,500 was not made earlier. Mr. Watts explained that the updated request was not sent to the office until January 15th so probably not sent out because of Borough Covid-19 restrictions. He stated that the HRG had to process three change orders. Also, the contractor was not familiar with building a parking lot so required more consulting, administrative and observation time. ***Mr. Segina moved and Mr. Jones seconded the motion the Council approve the HRG Supplement #1 for Easement Acquisition for Skate Park Phase II at a cost of \$15,500. The motion was unanimously approved.***

Mr. Watts presented E.K. Services Payment Application #6 for Council approval \$ 111,000.00 that he received earlier in the day. Mr. Proctor informed Mr. Watts that Council needs thoroughly review the request before entertaining its approval.

Mr. Watts gave an overview of work done toward the demolition of 101 Locust Street. He and Mr. Stoner of the T.R. Stoner Company visited the property. He reported that Mr. Stoner said the building structure appeared to be sound. However, demolition of the building would include the tearing down and removing all wood from the site; placing all bricks, stone and concrete in the basement tapered from the back wall, and placing top soil and seeding the area. The proposed cost of this work exceeds \$35,000.00, so would have to be placed out for bid. Mr. Proctor raised the issue that Habitat for Humanities declared the structure unsound so did not continue with the rehabilitation of the property. He asked about the discrepancy between the two opinions. Mr. Watts reported that he had not called in a Structural Engineer to complete an analysis of the building. Mr. Watts named a major concern about demolishing the building as the closure of Second Street. Closing this one-way street not only would present a problem with automobile traffic, but would a negative impact on the Post Office, which is located on the corner of Second and Locust Street, both being one-way streets. Mr. Proctor tabled further discussion.

New Business:

Mr. Proctor announced the Chief Eugene Vance has been selected 2020 Fireman of the Year.

Mr. Wion presented the annual Letter of Engagement and an Agreement Letter from his law firm for his services. Specifically listed legal fees have not increased, but the monthly retainer fee was increased to \$5,900.00 per month. ***Ms. House moved and Ms. Hodge seconded the motion to approve the Letters of Engagement from Caldwell & Kearns PC for legal services. The motion passed unanimously.***

Ms. Hodge moved and Mr. Jones seconded a motion to adopt Resolution 2021-R-01 to re-appoint Carrie Baker to the Zoning Hearing Board. The motion passed unanimously.

Mr. Segina moved and Ms. House seconded a motion to adopt Resolution 2021-R-02 to re-appoint Steven Shaver to the Vacancy Board. The motion passed unanimously.

No persons from the public were present. No form of communication from the public for presentation at the Council meeting was received.

The following concerns were expressed by Council Members and Staff:

Mr. Jones wishes that persons will continue to stay safe.

Ms. House said she looked forward to a year of unity, love and peace with the installation of a new President and Vice President. She congratulated Chief Vance on his award. She said plans for the Easter Egg Hunt are almost finalized. The committee is working to ensure the event is safe but enjoyable. The tentative date for the Easter Egg Hunt is March 27, 2021.

Ms. Woods, Mr. Wion, Mr. Curry, and Ms. Drayton-Brown had no comments.

Ms. Shambaugh reported that the Borough received a letter from Dauphin County Land Bank Authority asking to be exonerated from taxes on a property. ***Mr. Segina moved that the Dauphin County Land Bank be granted exoneration from 2019 and 2020 taxes for 548 North Third Street which it has purchased from QA Reality. Ms. Hodge seconded the motion, which passed unanimously.*** Ms. Shambaugh reported the Borough Building is closed to everyone except the Police Department. Staff can work from home and will only be in the building for about an hour, if necessary, in order to perform essential task. She expects staff to return to work, in the building on a staggered schedule beginning February 1, 2021. Mr. Proctor noted that Keith Miller has missed three meeting. Ms. Shambaugh said she thinks he only attends the first meeting of the month. Mr. Proctor instructed her to talk with Mr. Miller, and advise him that he is expected to attend all Council Meetings.

Ms. Hodge said she hopes everyone remains healthy and realize that good health should not be taken for granted. She reminded persons that they should use their gifts to provide much needed services to people in the community. Dr. Levine has been tapped for National service, and Ms. Hodge acknowledged she will do a lot to help the country. Ms. Hodge expressed her desire to resume in-person meetings. Support was provided to Ms. Shambaugh for closing the Borough Building since staff and community is a concern.

Mayor Marcinko stated that:

1. Four police officers and the Police Chief are ill. In their absence the Department has been able to function without outside assistance. The Mayor, Ms. Shambaugh, Conner Higgins, and Chief Vance confer to discuss any problems that arise. Detective Sergeant Shaub is fielding calls.
2. 225 book bags and school supplies were given out. She expressed thanks for the football team's involvement and the donations from the Steelton Community Development Foundation and Police Department.
3. A shooting occurred on Second and Locust Streets. There were no witnesses, only shell casings available to assist in the investigation.
4. There is an increase in vandalism in the Borough.

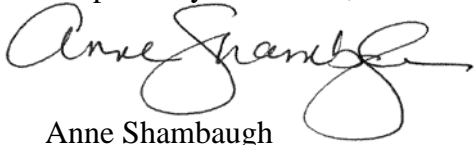
5. Mr. Higgins is gathering information regarding the availability and distribution of the Covid-19 vaccine. The information will be posted on the website when available.
6. Chief Vance is working to get vaccinations for the Fire Department and Dr. Kambric is working to get vaccinations for the Police Department. There is a void of information regarding the availability and distribution of the vaccine. A system for distribution has been developed with persons over 65 categorized as 1A and public officials as 1C.
7. The Pennsylvania Organization for Emergency Health Services Federation has honored several of firefighters and police officers for providing lifesaving pre-EMS services to a

Mr. Segina acknowledged the good work Borough staff continues to do despite the difficulties presented by the pandemic. He also stated that he would lift prayers for Ms. Hodge's mother.

Mr. Proctor asked that persons stay safe, and look forward to receiving information from the mayor on where persons can get vaccinated.

No further business was handled by the Council. ***At 7:05 p.m., Ms. House moved and Mr. Segina seconded the motion to adjourn the meeting. The motion passed unanimously.***

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Anne Shambaugh", with a large, stylized loop at the end.

Anne Shambaugh

STEELTON BOROUGH COUNCIL AGENDA

February 1, 2021

Call Meeting to Order & Roll Call: President Proctor

Moment of Silence:

Approval of minutes from the last meeting: January 18, 2021

Public Comments for Agenda Items Only:

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

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)

Presentations:

Matt Cichy

Review and Approve Final Hoffer Street
Pumping Station Design

Mr. Randy Watts, Engineer, HRG

January Engineer's Report

Action Items:

Request for Approval of
Payment Application #6 for E. K. Services for
the amount of \$111,310.58

Request for Approval of E. K. Services
Change Order #3

Unfinished Business:

New Business:

Anne Shambaugh

Discussion of request from Brandon Ward
For Borough to Purchase 214 Elm Street.

Correspondence:

Dauphin County Department of Transportation

National Bridge Inspection Standards

Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

February 1, 2021

Present:

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

Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Renee Drayton Bowers, Admin. Asst.
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Maria Marcinko, Chief Minium, and Keith Miller.

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 made by Mr. Jones, seconded by Mr. Krovic to accept the January 19, 2021 Council Meeting Minutes as presented. Motion passed unanimously.

Two members of the public were present. There were no emails, letters, or other correspondence received regarding agenda items.

Motion made by Mr. Segina, seconded by Mr. Jones to approve the schedule of billing, requisitions, and change orders as presented for January, 2021. Motion passed unanimously.

Approval of Department & Committee Reports:

Fire Department & Ambulance (Written Report)

Mr. Segina reported that Chief Vance requested a new cell telephone. The phone he has now does not take good pictures of fire scenes.

Motion made by Mr. Segina, seconded by Ms. House, for the Borough to purchase a new telephone for Chief Vance. The motion passed 6-1.

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)

Ms. Woods reported the Committee needs to meet in February 2021.

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Ms. Shambaugh provided an update on the current storm and the great job being done by Public Works staff. Mr. Proctor told Ms. Shambaugh to buy food for the Public Works employees as a thank you for their hard work.

Ms. Shambaugh presented an estimate from Edwin L. Heim to repair a pump at the Hoffer Street pumping station. The estimate includes the removal/repair/reinstallation of the pump for a total cost of \$6,750.00. Ms. Shambaugh requested approval for the work to be done.

Motion made by Ms. Hodge, seconded by Ms. House, to approve the estimate from Edwin L. Heim in the amount of \$6,750.00 for repairs to a pump at the Hoffer Street pumping station. Motion passed unanimously.

Ms. Shambaugh presented an estimate from Riordan Materials to replace the grinder at the Hoffer Street pumping station for \$52,940.00. Ms. Shambaugh asked Mr. Cichy, PE from HRG to describe how vital the grinder is to the station and how when it is down, the process it completes need to be done manually. Mr. Cichy provided a brief overview and stated he will confer with Riordan Materials on the pricing and model to ensure it works with the projected upgrades to the station.

Motion made by Mr. Segina, seconded by Ms. Hodge, to approve the estimate from Riordan Materials for \$52,940 to replace the grinder at the Hoffer Street pumping station. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Mr. Segina, to accept the Departmental and Committee reports as presented. Motion passed unanimously.

Presentations:

Matt Cichy presented the Final Hoffer Street Pumping Station Design for Council's consideration. He explained that the Pump Station is 25 years old and has not been well maintained. Reportedly, the station is designed to pump 1,150 gallons per minute. It is presently pumping 2,800 gallons per minute, which is well above its capacity to function efficiently and effectively. The discrepancy between the ability and use causes water backup.

Mr. Cichy explained that there are several essential upgrades. They are:

1. Replacement of pumps and pump bases,

2. Replacement of internal piping, valves, and pipe supports. Current valves are constructed of cast iron, which is no longer used for wastewater conveyance,
3. Installation of new pump control, necessary for the installation of new pipes,
4. Replacement of electrical service gear, which is required to upgrade power for the new pumps and incorporate an emergency generator,
5. Installation of a backup generator – currently, there is no backup generator at the station,
6. Abandonment of SSO line because, by law, it can no longer be used,
7. Installation of new equipment hoists, which are required to move the new pumps into place.

Other items listed in the design must eventually be upgraded; however, the items listed above need to be completed as soon as possible.

He included the repairs necessary to allow the pumping station to meet the current need and those repairs to place the station at full operation. Ms. Shambaugh stated that the Borough would pursue a PennVest Grant to finance the project. She shared that the Grant reviewers would not consider the proposal until the Borough obtained the necessary DEP permits. Mr. Cichy supported Ms. Shambaugh's statement. He added with the timeline, bids would not be requested until the fourth quarter of 2021. The total cost of all improvements, according to Mr. Cichy, will be approximately \$1.68 million. Mr. Proctor asked for a bid announcement that includes 6% minority participation in the construction phase. Mr. Cichy agreed to have the request. Ms. Hodge suggested that no final decision be made regarding work to be completed until the PennVest grant's receipt. Mr. Segina supported Ms. Hodge's suggestion. Mr. Cichy suggested the Borough submit the entire design to the potential grantor. Ms. Shambaugh asked if the Borough could prepare the RFP to include the "base" work with multiple alternates. Mr. Cichy said a base bid with alternate construction could be developed.

Motion made by Mr. Segina, seconded by Mr. Jones, for Council to accept the Hoffer Street Pumping Station Design presented. Motion passed unanimously.

Mr. Cichy said he would provide information regarding the acquisition of a new grinder to Ms. Shambaugh immediately.

Mr. Randy Watts from HRG presented the January 2021 Engineer's Report. Mr. Watts discussed two sections of his report: 1.) Skate Park Project - he reported the acquisition of an easement for the spectator section has begun. 2.) Front Street Sewer Replacement Project Phase II - Locust Street is complete. However, the installation of permanent paving is scheduled for completion in spring 2021.

Mr. Watts requested Council consider an application for payment submitted by E. K. Services for work completed on the Front Street Storm Sewer Relocation Project. The payment request includes paving included in Phase I and pipe and inlet installation for Phase II.

Motion made by Mr. Krovic, seconded by Mr. Jones, to approve Application #6 submitted by E. K. Services for \$111,310.58. Motion passed unanimously.

Mr. Proctor asked Mr. Watts about the workout equipment scheduled for installation in the Bailey Street Park. Ms. Shambaugh stated she would get a status report from the provider and update Council members.

Mr. Watts reported that old piping not included on the historical drawings for Locust Street was discovered during work on the Front Street Sewer Relocation Project. The contractor is asking for payment to cover the additional time and materials required. Mr. Proctor asked if additional change orders were anticipated. Mr. Watts reported that the work on the project was substantially complete. However, two other change orders are expected: 1.) the crushing and disposal of many materials that cannot be easily used. HRG is considering bids from E. K. Services and Shiloh Excavating to complete the work. He also stated that the cost should be shared with the developer; 2.) the sidewalk on Trewick Street must be repaired once all development is completed.

Motion made by Mr. Jones, seconded by Mr. Segina, to approve Change Order #3 submitted by E. K. Services for \$6,539.72. Motion passed unanimously.

There was no unfinished business discussed at the meeting.

New Business:

Ms. Shambaugh presented an inquiry from Brandon Ward asking the Borough to purchase 214 Elm Street. The property has sustained fire damaged. Ms. Shambaugh said she thought Mr. Ward did not have the time or money to restore the property. Mr. Segina reported that as of January 8, 2021, the property is listed for sale. The asking price is \$ 21,755. Mr. Curry stated that the property is in bad shape and will have to be demolished. Mr. Wion suggested inquiring if the Dauphin County Land Bank might be interested in the property. They have taken such properties for demolition. Ms. Hodge asked if Mr. Ward was trying to sell or donate the property to the Borough. Both Mr. Proctor and Ms. Shambaugh said he wanted to sell it. Ms. Woods asked if it was located on a corner. Receiving an affirmative response, she suggested the property be re-purposed as a parking lot. Since parking is scarce in that area of the Borough, a parking lot would serve the community's needs. Mr. Jones stated that he was contacted by someone interested in purchasing 214 and 216 Elm Street. Mr. Proctor instructed Ms. Shambaugh to provide Mr. Ward with information on how to get the Land Bank. Mr. Proctor then asked Mr. Wion for an update on the Daron Alley demolition. Mr. Wion stated, pending a search of his files, he would respond later in the meeting.

Correspondence:

The Dauphin County Department of Transportation sent information about the National Bridge Inspection Standards.

Public Comments:

Ms. Joyce Culpepper of 237 North Harrisburg Street expressed concerns about the trash and recycling process. She stated that the City of Harrisburg fails to place trash receptacles back on the curb after collecting the trash. She said it was a particular problem at 249 Lincoln Street. Ms. Culpepper noted that throughout the Borough, receptacles are placed in parking areas instead of on the curb. Her automobile has been damaged during trash pick-up. She said she reported the problem to Dave West several times, and nothing has changed. Ms. Culpepper requested the Borough contact, Mr. West, to reiterate the necessity of trash receptacles being returned to the curb. Mr. Proctor asked Ms. Shambaugh to contact Mr. West regarding the concern.

Another member of the public was in attendance; however, they made no comment.

Council & Staff Concerns:

At Mr. Proctor's request, Ms. Shambaugh called the roll to solicit staff and Councilmember remarks.

Ms. Leggett-Robinson – no remarks

Ms. Drayton Bowers stated that she would call Mr. West on February 2, 2021.

Mr. Vance announced that on February 2, 2021, eight firemen will receive Covid-19 vaccinations. An additional seven firemen and one police officer will get their first vaccinations. Others will get their second vaccination next week.

Mr. Curry had no remarks.

Mr. Wion reported on the status of 158 and 158 ½ Daron Alley. The Land Bank owns 158 ½, and the Borough owns 158. The Land Bank had agreed to return 158 ½ to the Borough. There is a question about whether that transfer can be made since Community Development Block Grant funds would be used for the demolitions. As of February 1, 2021, George Conner has not ruled on that point. Ms. Shambaugh is to contact George Conner to see if a decision has been made.

Ms. Woods asked that people be safe. She also remarked on the great job the Public Works Department has done with snow removal.

Mr. Krovic asked that people stay safe.

Mr. Jones gave kudos to the Public Works Department. He stated that he had calls from several residents regarding the excellent job they did on the roads. Ms. Shambaugh said she would share the information with the Department.

Ms. House requested persons stay safe.

Ms. Hodge asked that persons stay safe during this challenging and unpredictable time. She also noted how the residents have pulled together to help each other. She stated that "the weakest resident will be held up by the strongest resident."

Mr. Segina thanked the Public Works staff and Ms. Culpepper for attending the meeting. He remarked how good it was to have her participate in the discussion. He thanked Mr. Vance and the Fire Department for their expedience getting to the fire on Elm Street. He also spoke about the number of calls they have fielded and the cold temperatures in which they work.

Ms. Shambaugh announced the need to hold an Executive Session to discuss personnel issues.

Mr. Proctor spoke about the excellent work of the Public Works Department. He also asked that people follow the CDC guidelines and stay safe.

At 7:24 p.m., Mr. Segina moved that meeting be moved into Executive Session. Ms. House seconded the motion, which passed by a unanimous vote of Council.

At 7:52 pm, Council came back into Public Session.

New Business:

Mr. Proctor stated Ms. House had to drop off the call for call.

Attempts were made by Ms. Hodge and Ms. Shambaugh to get Ms. House back on the call to vote on the issues to be presented. Attempts were not successful.

Ms. Shambaugh requested approval to hire Gary Kline as the Borough's Public Works Director at an annual salary of \$65,000. Mr. Proctor requested all votes for hiring personnel be done via roll call.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve hiring Gary Kline as the new Public Works Director.

Brian Proctor	Yay	William Jones	Yay
Michael Segina	Yay	William Krovic	Yay
Keontay Hodge	Yay	Natashia Woods	Yay
Danae House	absent		

Ms. Shambaugh requested approval to hire Andre Steele as a laborer for the Highway Division of Public Works at an annual salary of \$15.00/hour.

Motion made by Ms. Hodge, seconded by Mr. Segina, to approve hiring Andre Steele as a highway laborer.

Brian Proctor	No	William Jones	Yay
Michael Segina	No	William Krovic	No
Keontay Hodge	Yay	Natashia Woods	Yay
Danae House	absent		

Mr. Wion stated since there the Mayor was not at the meeting to break the tie, no action was taken.

Ms. Shambaugh requested approval to hire Harvey Stern as a laborer for the Highway Division of Public Works at an annual salary of \$15.00/hour.

Motion made by Ms. Hodge, seconded by Mr. Segina, to approve hiring Harvey Stern as a highway laborer.

Brian Proctor	Yay	William Jones	Yay
Michael Segina	Yay	William Krovic	Yay
Keontay Hodge	Yay	Natashia Woods	Yay
Danae House	absent		

Ms. Shambaugh requested approval to hire Michael Givler as a laborer for the Sewer Division of Public Works at an annual salary of \$19.00/hour.

Motion made by Ms. Hodge, seconded by Mr. Segina, to approve hiring Michael Givler as a sewer laborer.

Brian Proctor	Yay	William Jones	Yay
Michael Segina	Yay	William Krovic	Yay
Keontay Hodge	Yay	Natashia Woods	Yay
Danae House	absent		

Ms. Shambaugh requested approval to hire Zachary Dawson as a laborer for the Sewer Division of Public Works at an annual salary of \$15.00/hour.

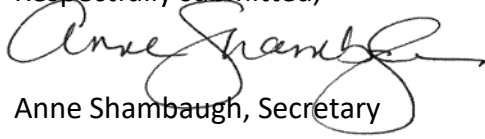
Motion made by Ms. Hodge, seconded by Mr. Segina, to approve hiring Zach Dawson as a sewer laborer.

Brian Proctor	Yay	William Jones	Yay
Michael Segina	Yay	William Krovic	Yay
Keontay Hodge	Yay	Natashia Woods	Yay
Danae House	absent		

Adjournment:

***Motion made by Mr. Segina at 8:00 pm, seconded by Ms. Hodge, to adjourn the meeting.
Motion passed unanimously.***

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anne Shambaugh", written over the printed name.

Anne Shambaugh, Secretary

STEELTON BOROUGH COUNCIL AGENDA

February 16, 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: February 1, 2021

Public Comments for Agenda Items Only

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

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	Introduction of Public Works Director
Anne Shambaugh	Discussion and Approval for GIS Aerial Mapping of the Borough.
Anne Shambaugh	Discussion and request for Traffic Study to determine if a stop sign is needed at the intersection of Locust and 4 th Streets.
Anne Shambaugh	Approval of Pay Application #7 from E. K. Services for of \$66,057.22 for partial completion of Phase II of Storm Sewer Rehabilitation Project.

Communications:

Dauphin County Office of Tax Assessment	Notice of Increased Assessment at 111 Franklin Brown Boulevard.
Thomastine Leggett-Robinson	Thank You Note

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

February 16, 2021

Present:

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

Maria Marcinko, Mayor
Dave Wion, Solicitor
Anne Shambaugh, Borough Manager
Bruce Hulshizer - HRG
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Gary Kline, Public Works Director
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Brian Proctor and Renee Drayton Bowers.

In compliance with Governor Wolf's orders regarding Corvid -19, the Steelton Borough Council meeting was held by video/telephone conference. Vice President Segina opened the meeting at 6:30 p.m. Mayor Marcinko led the group in a Moment of Silent Reflection, and Ms. Shambaugh called the roll.

Motion made by Mr. Krovic, seconded by Mr. Jones to accept February 1, 2021, Council Meeting Minutes as presented. Motion passed with a 5-1 vote.

Public Comments on Agenda items only: Two members of the public attended the meeting; however, they made no comments. In any format, no communication with questions or comments about agenda items was received by Ms. Shambaugh.

Motion made by Mr. Krovic, seconded by Ms. Hodge, to accept the January 2021 schedule of billing, requisitions, and change orders as presented. Motion passed unanimously.

Department & Committee Reports:

Fire Department and Ambulance presented a written report. Mayor Marcinko added verbal information:

- Chief Vance and the Department have fielded a lot of telephone calls in the last two weeks. Some of the calls were responses to needs in the Borough, while others were calls for assistance. According to Ms. Marcinko, the Department's responses were excellent.

- She has made Chief Minium aware that persons are parking in the no-parking zone and on the ramp at the Fire House. Those cars will receive a warning and then be towed for a re-offense.
- The Mayor instructed the Fire Department to move forward to a call even if automobiles are illegally parked in the yellow "NO PARKING" zones.

Police Department submitted a written statistical report.

Codes Department presented a written report, which was supplemented by remarks from Mr. Jones. He reported that the Committee met the week of February 7, 2021. The focus of the meeting was continuing work updating Borough Codes.

Public Works Department presented Written Statistical Reports. Mr. Kline added that today was the first day of work for two new employees. One employee was assigned to the sewer plant, and the other to the highway crew.

Parks and Recreation Committee – Ms. House reported that the Committee met and will bring the report to the next meeting.

NEDC Committee – Ms. Hodge reported that the Committee has not met due to COVID-19 restrictions. However, she said the work is moving forward as indicated by the Steel Works Project's progress. She has not received information from any committee that might impact NEDC Committee work.

Stormwater Committee – Ms. Woods stated that the Committee has met. The results will be presented by Ms. Shambaugh later in the meeting.

Mayor's Report – Mayor Marcinko reported the following:

- She received correspondence from the Teamsters Union regarding the negotiation of a new contract for the Police Department. The current agreement ends December 31, 2021, and a new agreement will be effective January 1, 2022.
- She has instructed Chief Minium to schedule the first bargaining session.
- She is concerned about inaccurate Police, Public Works, and Codes Departments' information posted on non-Borough Facebook pages. She asked Mr. Wion what action, if any, can be taken against those who maliciously post erroneous information.
- A resident called her regarding a parking problem related to snow removal. The resident had cleared a parking space claimed by a neighbor by placing an obstacle in the area. The resident was threatened with bodily harm if they removed the blockage and parked in the area. Borough employees were instructed to remove all parking space holders. They will continue to do so

throughout the snow season. Having parking space holders is a violation of a Borough Ordinance.

- The Mayor stated parking is a problem in the Borough which will have to be addressed eventually.

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

- ✓ The new Windstream telephone system installation will begin the week of February 21, 2021, and should be completed in March 2021. Mr. Segina has helped her work with the contractor to ensure all telephonic needs and requirements are met. She anticipates a smooth transition.
- ✓ There was an incident with the sanitary sewer system on Walnut Road. The problem was resolved.
- ✓ The Borough's engineering contractor, HRG, adopted a new payment matrix, resulting in cost savings to the Borough.

Motion made by Ms. Hodge, seconded by Mr. Jones, to approve the Department and Committee reports as presented. The motion passed unanimously.

Unfinished Business:

Motion by Ms. Hodge and seconded by Mr. Jones to hire Andre Steele as a highway laborer at \$15.00 per hour. There was a roll call vote:

Mr. Jones – yay

Ms. House - yay

Mr. Krovic – nay

Ms. Hodge - yay

Ms. Woods – yay

Mr. Segina - yay

The motion passed with a 5-1 vote.

Following the vote, Ms. Hodge made the following points:

1. Mr. Wion, when the Mayor is not here, the Council President becomes the Mayor, so the vote on Mr. Steele's employment should have been voided.
2. Every candidate for employment was hired except Mr. Steele. His not being hired at the last meeting caused undue hardship on his family.
3. If the Council is going to continue to move forward and take their personal issues out on the residents who elected us, respect us, and trust us to carry out their will, she does not want to be a part of the Council.
4. She reminded Council members of the various roles they played in life and affirmed that leader of one of those roles.
5. Despite what issues people have with other Council members, if the measure is not right, then do not vote for it. However, if there is a concern about backdoor deals, she is not running for re-election, so is not worried about backdoor deals.

6. She thought she was doing what she was instructed to do as the Chair of the Personnel Committee, which is to hire people. Voting for everyone except Mr. Steele said something about the Council.
7. She hopes the residents take notice of what the Council is doing to them. Council should not hold the residents hostage for their own personal gain.

New Business:

Ms. Shambaugh introduced Mr. Gary Kline, the newly hired Director of Public Works. She stated that Mr. Kline has 20 years of municipal experience and 25 years of management experience from work in various positions. Mr. Kline thanked everyone, stating that he has been working for three days and everything was alright. He said he is trying to build a team. As a start, he is assessing personnel skills and equipment. A committee meeting is scheduled for the week of February 21, 2021. He thinks that the meeting help will set the tone for the Department's work in the future. Ms. Hodge and Ms. House welcomed him to the Borough.

Ms. Shambaugh began the discussion regarding the GPS Aerial Mapping of the Borough discussed in the Stormwater Committee. She asked Mr. Hulshizer from HRG to explain the project to the Council. Mr. Hulshizer stated that the flight would be used to gather impervious area data, which can be used to help the Borough to determine stormwater utility associated fees. The fee will be used to cover the stormwater program and requirements. The flight needs to be completed before leaves grow. The Borough can choose one of two options: 1.) get the impervious data for all properties, or 2.) get data on non-residential areas and a representative sample of the residential area. With the first action, the Borough could offer a tiered level of stormwater fees. The tiered option is the current trend. The second action could be used if the Borough decided to charge residential properties a flat fee. Mr. Hulshizer presented proposals from three companies - T3 Global Strategies, PA GEOlogic Data Exploration (GEODE), and Cooper Aerial Survey Company. Mr. Wion asked if the project had been placed out for bid. Ms. Shambaugh reported that the bidding process was completed in December 2020. She requested Council consider approving the proposal from T3, which was the lowest bidder.

Motion made by Ms. Woods, seconded by Mr. Jones to accept the proposal from T3 Global Strategies for full aerial mapping at the cost of \$42,835.00. Motion passed unanimously.

Ms. Shambaugh presented a letter from Mr. James Fearn. Mr. Fearn requested Council consider placing a stop sign at the intersection of North Fourth and Locust Streets. He cited traffic incidents and accidents that have occurred at that location. Following a discussion, Council instructed Chief Minium to determine if a traffic study was previously conducted at that site. If not to, complete one and report the conclusion to the Council.

Ms. Shambaugh requested Council approve Pay Application #7, presented by E.K. Services.
Moved by Ms. Woods and seconded by Mr. Jones, E.K. Services will be paid \$66,057.22 for partial completion of Phase II of the Storm Sewer Rehabilitation Project. Motion passed unanimously.

Communications:

The Council received notice from the Dauphin County Office of Tax Assessment of an increased tax assessment at 111 Franklin Brown Boulevard. The increase was caused by new construction on the property.

Council received a Thank You Note from Thomastine Leggett-Robinson for its expression of sympathy upon the death of her husband, Dennis Jackie Robinson.

Public Comments:

Two members of the public attended the meeting; however, they made no comments. No communication, in any format, with questions or comments, was received by Ms. Shambaugh.

Council Concerns:

Mr. Krovic, Ms. House, Ms. Woods, Chief Minium, Ms. Shambaugh, and Mr. Kline expressed no concerns.

Mr. Jones asked Council to remember the family of Ronyay Lee, Sr., who passed earlier in the day.

Mr. Wion stated an Executive Session was necessary to discuss real estate acquisition.

Mr. Vance reported that the fire engine was damaged and sent for repair. The Department will have to borrow one to use until the repairs are completed. No time frame has been given for the completion of the repairs. He also asked for permission to have twenty (20) persons in the building for training.

Mr. Jones asked for information regarding the Facebook discussion about the sale of a police vehicle. Ms. Hodge responded that it was false information as presented by the Mayor earlier in the meeting. She said there are employees and Council members who share inaccurate information with persons in the community. She noted that any action taken with Borough assets must be brought before the Council for approval. The transaction discussed was a favor, not the trade or sale of a vehicle.

Mayor Marcinko also expressed concern about a Facebook discussion regarding the Borough's inability to pay employee pensions. The statement is untrue. She asked Ms. Hodge, who does the background checks for the Personnel Committee. Ms. Hodge responded that they used to be done by the Steelton Police. No background checks have been conducted recently because the Committee has no staff. Ms. Marcinko stated that the Steelton Police cannot conduct background checks on employees because of a law change. She asked for confirmation that recently hired employees have not had background checks. Ms. Hodge responded in the affirmative. Ms. Marcinko stated that she has a personnel concern to discuss privately with Ms.

Hodge. In response to a question, Mr. Wion confirmed that personnel concerns should not be addressed in a public meeting. Ms. Marcinko welcomed the new Public Works Director.

Ms. House stated this is the first time she has heard about the issues discussed on the Facebook postings

Ms. Hodge expressed the following concerns:

1. She reiterated her feelings that it was bad judgment on the part of leadership to delay the hiring of Andre Steele.
2. She stated that people elected to Council should work together to achieve Council goals, regardless of any personal issues. Doing otherwise causes scandal, which does not serve anyone well.
3. Problems arise when people share information or their personal issues about a Councilperson with other Councilpersons, staff, or persons in the community. The sharing of information resulted in inaccurate information posted on Facebook.
4. She said that people have to rise above their personal issues and do the work necessary to maintain the trust and respect of the community.
5. She encouraged persons to file a Right-to-Know request to obtain the information they wanted to know about any decision made in the Borough.

Mr. Segina stated that any citizen who has questions about things happening in the Borough operation should talk to the Borough Manager, a member of the Council, the Mayor, or attend a Council meeting. Another source of getting information is by filing a Right-to-Know request. He hoped that people would not believe everything they read or hear about what is happening in the Borough. He hopes persons will use the website's information to get telephone numbers of key persons and discuss their concerns. He addressed comments made about a former vote. He declared that until the Council votes on it, nothing is official.

Ms. Marcinko addressed a question to Mr. Wion regarding her absence from the meeting February 1, 2021, and the need for her to break a tie. She asked for clarification on the assertion that the Council President could have voted as the Mayor in her absence. Ms. Hodge stated that she said the Council President did not have a vote under those circumstances. Mr. Wion clarified that the Council President has a vote like every member of the Council. There are some areas in which the Council President can act as the Mayor, but those instances have nothing to do with voting. Regarding tie-breaking, he said if there is a tie vote and the Mayor is not present to break the tie, the vote is deferred for some time until the Mayor is advised. The Mayor has the right to call a special Council meeting to have the vote. He said the President could set a special Council meeting for the Mayor to take action on the vote, and the vote is deferred until the special session is held. Ms. Hodge stated that Mr. Wion did not present that option at the meeting. Ms. House noted that she was not available during the voting because she was on a telephone call with a constituent.

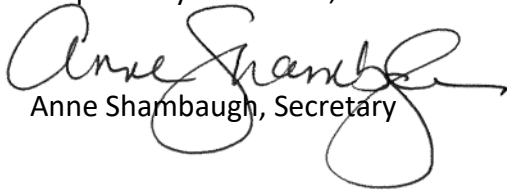
Moved by Ms. Hodge and seconded by Mr. Krovic, the Council move into Executive Session at 7:31p.m. The motion passed unanimously.

Executive Session:

Other Business:

Adjournment:

Respectfully submitted,



Anne Shambaugh, Secretary

Steelton Borough Council Meeting Agenda
March 1, 2021

President Proctor	Opening of Council and Roll Call
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Approval of minutes from the last meeting:	February 16, 2021
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Public Comments for Agenda Items Only:

Mr. Randy Watts, Engineer, HRG	February, 2021 Engineer's Report
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Unfinished Business:

New Business:

Mr. Wion	Approval of the Revised Subrecipient Agreement for 2020 CDBG project for Steelton Demolition and Blight Removal Project.
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Ms. Shambaugh	Approval for repair of Codes Department Quick Ticket Machine for \$257.47
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Ms. Shambaugh	Approval of Donation of \$500.00 to Friends of Midland for Midland Cemetery upkeep.
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Ms. Shambaugh	Approval to Host the Penn State Flu Shot Clinic October 10, 2021.
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Anne Shambaugh	Request for Payment from Acer Paving, Inc.
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Correspondence:

PA State Ethics Commission	Notice for Completion of Financial Interests Forms.
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Elizabeth Bechtel	Letter of Resignation.
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Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

March 1, 2021

Present:

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
Anne Shambaugh, Borough Manager
Randy Watts, Engineer - HRG
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Gary Kline, Public Works Director
Renee Drayton Bowers, Admin. Asst.
Thommie Leggett-Robinson, Exec. Asst.

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. Ms. Shambaugh called the roll.

Moved by Mr. Jones and seconded by Ms. Hodge to accept February 16, 2021, Council Meeting Minutes as presented. Mayor Marcinko asked that her statement about Borough Departments' inaccurate information be clarified to show that they did not appear on any of the Borough's Facebook page. The motion passed unanimously.

Twelve (12) members of the public were present but made no comments on the agenda. No emails, letters, or other correspondence received regarding agenda items.

Mr. Randy Watts, Engineer, HRG, presented the February 2021 Engineer's Report. There was a discussion about two items listed on the report.

1. HRG is actively working on getting an easement for work at the Skate Park.
2. Design for the Hoffer Street Pump Station has been started. The firm anticipates submitting an application for funding to PennVest in August or November 2021. By those dates, all necessary permits should be obtained.

Mr. Proctor asked Mr. Watts about getting a structural engineering analysis on the 101 Locust Street Project. Mr. Watts responded that he unaware that Council wanted the assessment completed. Mr. Proctor was concerned about the CDBG funds designated for the project. Ms. Shambaugh stated that she had asked Dauphin County Land Bank Authority to share the information secured by Habitat for Humanities that caused them to withdraw from the project. Council will wait to receive that information before requesting an engineer to assess the building. ***Moved by Mr. Jones, seconded by Mr. Krovic, the February 2021 Engineering Report will be accepted as presented. Motion passed unanimously.***

No Unfinished Business was discussed.

New Business:

Mr. Wion sought approval of the Revised Subrecipient Agreement for a 2020 CDBG project. He explained that our legal office is waiting for a Memorandum of Understanding from Dauphin County Land Bank transferring 158 ½ Daron Alley to Steelton Borough. The transfer is required to obtain the \$45,000.00 Community Development Block Grant funds allocated for the demolition. President Proctor added that the Borough has funds in the budget for demolitions, so additional funds are available if needed. Ms. Shambaugh said that the Dauphin County Land Bank Authority Demolition Funds are listed in the Agreement as a source of funding for the project. Mr. Wion said a Resolution must be passed to memorialize the acceptance of the Memorandum of Understanding. He said the project must be placed out for bid, and the cost of the project determined for presentation to Dauphin County. ***Moved by Mr. Segina, seconded by Ms. House to approve the Revised Subrecipient Agreement prepared by Dauphin County Department of Economic Development Corporation. Motion passed unanimously.***

Ms. Shambaugh requested Council approve the maintenance of two Codes Department machines. ***Moved by Mr. Jones, seconded by Mr. Krovic, that Council approved \$ 514.94 to maintain two Codes Department Quick Ticket machines. Motion approved unanimously.***

Ms. Shambaugh requested Council approve a donation to Friends of Midland. ***Moved by Ms. House, seconded by Mr. Jones Council to approve a donation of \$500.00 to Friends of Midland for Midland Cemetery upkeep. Motion approved unanimously.*** Ms. Barksdale, President of Friends of Midland Cemetery, thanked Council for supporting the request.

Ms. Shambaugh requested Council approval of hosting the Penn State Flu Shot Clinic. ***Moved by Mr. Segina, seconded by Ms. Wood Council approval to host the Penn State Flu Shot Clinic in Borough Hall on October 10, 2021. Motion approved unanimously.***

Ms. Shambaugh presented a Request for Payment from Acer Paving, Inc. She explained that the Parks and Recreation Committee discussed the job completed on the Bailey Street basketball court. The Committee concluded, and Council agreed the job was substandard and unacceptable to the Borough. President Proctor asked that the Committee meets with Acer Paving, Inc., on-site, to review the work and negotiate further work. The Committee is to report back to Council at the April Council meeting. ***Moved by Mr. Jones, seconded by Mr. Krovic to pay Acer Paving, Inc. \$ 8,375.00, 50% of the requested \$16,750.00, and negotiate further payment dependent on acceptably resurfacing the Bailey Street Basketball Court. A roll call vote was called. Motion passed 5-2:***

***Mr. Proctor – yay
Mr. Segina – yay
Ms. Hodge – nay***

***Ms. House – nay
Mr. Jones- yay
Mr. Krovic – yay***

Ms. Woods - yay

Correspondence:

The PA State Ethics Commission sent a notice reminding public officials they need to complete a Statement of Financial Interest Form. Mr. Wion asked if the Commission would send the forms. He said a Resolution listing the persons who should submit the document must also be passed. Ms. Shambaugh said the documents have been received and will be included in the packet for the March 15, 2021, Council Meeting.

Ms. Elizabeth Bechtel submitted a letter resigning her positions as Codes Administrative Assistant and Planning Committee Secretary effective March 5, 2021. ***Moved by Mr. Jones, seconded by Ms. Hodge that Ms. Bechtel's resignation be accepted. The motion passed unanimously.***

Public Comments:

There were twelve (12) members of the public present; however, no public comments were made. No form of written or spoken information of concern was submitted by a member of the public.

Council & Staff Concerns:

Ms. Leggett-Robinson, Ms. Drayton Bowers, Mr. Kline, Chief Minium, Chief Vance, Mr. Curry, Mr. Wion, Ms. Woods, Mr. Krovic, Ms. House, and Mr. Jones expressed no concerns.

Ms. Marcinko expressed the following concerns:

- She reported that Governor Wolf eased the restrictions on travel and public gatherings. Then she asked when the fully staffed Borough building will re-open. Stating that residents complain about their inability to get services is a concern.
- Ms. Marcinko noted the Steelton Fire Department was not immediately notified about a fire that damaged a cabin. The cabin was located on an island north of the Steelton Boat Dock. Dauphin County had agreed to inform Chief Vance if using a Swatara Box when responding to a fire in Steelton. The Steelton Fire and Police departments and Council President were notified about the fire by Mayor Marcinko. The latter was on location at the dock. Although other fire companies were accepted, the Steelton Fire Department was turned back. Chief Minium reported that he was told the Steelton engine and truck were turned around because they wanted fire services equipped with boats. Chief Vance is instructed to send a letter to Dauphin County informing them to notify the Steelton Fire Department immediately if a fire is within Steelton Borough.
- Ms. Marcinko asked Ms. Shambaugh if the new telephone system has been installed. She noted that persons were experiencing problems with the telephones. Ms.

Shambaugh informed the group that the company is in the final process of mapping for the system. It is planned that the system will be in place and operational in March 2021.

Ms. Hodge stated that she had a concern about re-opening the building. She acknowledged that persons are anxious for the building to re-open. Ms. Hodge also noted Council must ensure the safety of the public and staff. Further, she emphasized the needs of the people must be met. However, she cautioned that thought must be given to how the building will be re-opened and still keep everyone safe. President Proctor agreed. He instructed the Personnel Committee and Ms. Shambaugh to discuss the issue and email the group's decision.

Mr. Segina said, "I'd like to move that we end the probationary period of Mr. Gary Kline, separating him from the position and re-opening the search for the Public Works Director. It has become clear to me that the process in which Mr. Kline was hired was not optimal. Frankly, the process we followed has not been fair to the Borough or to Mr. Kline. It has not given him the opportunity to develop a relationship with the Borough and its employees. I'm making this motion as part of hitting a reset button. This has nothing to do with Mr. Kline or his performance. I hope that he will feel free to re-apply. From my perspective, he will receive every consideration in the process involving Council". Motion seconded by Mr. Krovic. There was a call for a roll call vote. Motion passed 4-3.

Ms. Woods – nay

Ms. House – yay

Mr. Proctor - yay

Mr. Krovic – yay

Ms. Hodge - nay

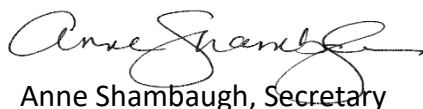
Mr. Jones – nay

Mr. Segina - yay

There was no Executive Session held at this meeting, nor was any other business discussed.

Moved by Ms. Hodge, seconded by Mr. Krovic, March 1, 2021, Council Meeting be adjourned at 7:15 p.m. Motion passed unanimously.

Respectfully submitted,



Anne Shambaugh, Secretary

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
Dena 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.

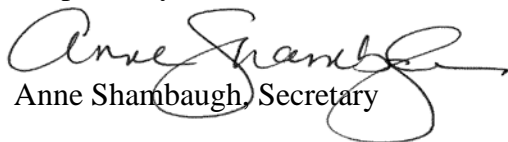
Ms. House

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

Steelton Borough Council Meeting Agenda
April 5, 2021

President Proctor
Approval of minutes from the last meeting:
Public Comments for Agenda Items Only:
Mr. Randy Watts, Engineer, HRG
Action Items:

Opening of Council and Roll Call
March 22, 2021

March, 2021 Engineer's Report.

Approval on "No Parking" Sign on Hummer property.

Approval of Agreement to Demolish 158 & 158 ½ Daron Alley. Cost of Project - \$13,200.00.

Approval of T. R. Stoner Proposal to Install Exercise Equipment at Bailey Street Park. Cost of Project - \$ 3,650.00.

Review of Cost Estimate for Renovation of 101 Locust Street Property. Cost of Project – \$321,000.00.

Approval of Engineer's Report.

Unfinished Business:

Chief Minium

Approval to Acquire 2013 Tahoe for Police Department.

Chief Minium

Approval of Proposal to Safely House Police Department.

Chief Minium

Traffic Study for the Intersection of Fourth & Locust Streets.

New Business:

Mr. Wion

Approval of CEO Contract Proposal for Supplemental Services in 2021.

Ms. Shambaugh

Discussion of Harrisburg City's Request for Borough to Pay Delinquent Solid Waste/Recycling Disposal Fees.

Ms. Shambaugh

Discussion of Borough Compost Waste Disposal.

Ms. Shambaugh

Discussion of Safety Issues Surrounding Asbestos Removal.

Ms. House

Discussion of Public Works Director Job Description.

Mr. Segina

Discussion on Addition to Borough's Burn Ordinance.

Correspondence:

Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

Steelton Borough Council Meeting Minutes
April 5, 2021

Present:

Brian Proctor, President
Mike Segina, Vice President
William Jones
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
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Keontay Hodge, Denae House, William Krovic, and Renee Drayton Bowers.

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.

Motion by Mr. Jones, second by Mr. Segina to approve the March 22, 2021, Council Meeting Minutes as presented. Motion passed unanimously.

Four 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.

Mr. Randy Watts, Engineer, HRG, presented the March 2021 Engineer's Report. Included in that report were four items that required action by the Council:

1. Hummer Enterprises, who owns the property needed for the easement to make the Skate Park's final changes, has agreed to allow the Borough to obtain the required property. However, the Agreement rests on the Borough's placement of "no parking" signs on their property. The company wants assurance that Skate Park users will not park there. Since the property is located in Swatara Township, the Borough does not have the authority to enforce the no parking signs. Swatara Township will have to do the enforcement. Council raised no objections to try to work out a way to honor the request made by the owner of the property. Mr. Watts and Mr. Wion are to meet and determine how the issue should be handled.
2. Mr. Watts presented an agreement for HRG to provide services for the demolition of 158 and 158 ½ Daron Alley. The Agreement includes HRG placing the contract out for bid, contractor recommendation, administration of the contract, supervision of

demolition, and oversight and administration of CDBG funds. Mr. Wion added that since funding will come from a Sub-recipient Agreement between the Borough and Dauphin County, HRG will also be a subcontractor. The County has reviewed and has raised no objections to the Agreement. **Moved by Mr. Jones, seconded by Ms. Woods, that Council approve the Agreement to demolish 158 and 158 ½ Daron Alley at the cost of \$13,200.00. Motion passed unanimously.** Mr. Wion clarified that this approval is not for the demolition but for HRG to handle the bid and supervise the work.

3. On August 2020, Mr. Watts received a proposal from T.R. Stoner to install equipment at Bailey Street Park. He is requesting Council approve the bid. The cost of the project has not changed since August. Nor is any additional cost anticipated. **Moved by Mr. Segina, seconded by Mr. Jones, that T. R. Stoner be approved to install three pieces of exercise equipment at the Bailey Street Park for \$3,650.00. Motion passed unanimously.**
4. Mr. Watts stated that the structural engineer is updating the cost of repair and reconstruction of the wall at the 101 Locust Street location. He hopes to have that information ready for the next Council meeting. HRG has conducted a review of the cost estimate for the renovation of the 101 Locust Street building. An estimated cost of the total renovation and repair of the building is \$321,000.00. Mr. Proctor suggested asking the Dauphin County Land Bank for assistance with the project. It appears that the Borough owns enough land to build homes on the property. Mr. Segina, Mr. Jones, and Ms. Woods agreed. Ms. Shambaugh was instructed to contact the Dauphin County Land Bank to see if they are interested in doing a property project.

Mr. Watts informed the Council that the impervious data T3 flight has been made. He will provide updates on the progress as they occur. Ms. Woods thanked him for setting up the flight.

Ms. Shambaugh stated that permanent paving on Locust Street, where the Storm Water Relocation Project was conducted, will be installed April 13-16, 2021.

Moved by Mr. Segina, seconded by Mr. Jones, that Council approve the March 2021 Engineer's Report as presented. Motion passed unanimously.

Unfinished Business:

Chief Minium presented the information necessary to support the request he made at the last meeting. He asked for approval to do an even swap with R & S Professional Auto Repairs to secure another vehicle for the Police Department. **Motion by Mr. Jones, second by Mr. Segina, approving the acquisition of a 2013 Chevrolet Tahoe for the Police Department. Motion passed unanimously.**

Chief Minium detailed a plan to secure working space for the Police Department during the time needed to repair their area. He and Chief Vance have agreed to share space at the Fire

House. This will occur at no cost to the Borough; however, if it becomes necessary to remove files during the repair process, some charges may be incurred. ***Moved by Mr. Segina, seconded by Mr. Jones to approve the plan for the Police Department to temporarily move to the Fire Department. The motion passed unanimously.*** The Mayor asked that Ms. Shambaugh instruct the contractor to move as quickly as possible to make the repairs.

Chief Minium submitted a traffic study requested at the February 16, 2021 meeting. The study revealed two issues. First, it is unlawful to post a traffic sign as a method to reduce traffic speed. Second, if a traffic sign was placed in that location, four parking spaces would be lost. This loss would cause additional problems for residents in the area. When asked, Chief Minium said placing a speed bump in the area would present a fire department problem. Ms. Woods explained the street is too narrow, and traffic tends to back up. The road seems a little wider on 4th street, moving toward Pine Street, and traffic speeds up. She and Mr. Jones expressed concern about the children at that intersection. After discussion, Council agreed to accept the recommendation that no traffic signs be posted at the Fourth & Locust Streets intersection. Mayor Marcinko noted that parking is a problem throughout the Borough, stating that parking needs to be discussed. Chief Minium explained that a traffic study addressed speeding. Persons who did not exceed the 10 miles per hour over the current speed limit speeding could not be enforced. Mr. Proctor suggested lowering the speed limit. Chief Minium stated that a traffic study would be conducted immediately to determine if the speed could be reduced. Another area of concern is Swatara Street with children going to and from school. A study will be conducted in that area as well. There was discussion about using the School Zone with speed lowered to 15 mph during certain times.

New Business:

Mr. Wion provided information regarding the Center for Employment Opportunities Contract Proposal to provide services to the Borough. Information about the contract was placed out for bid, and CEO was the only company that responded. He also stated that they appear to be compliant with the requirements. They will have to sign a contract and obtain the necessary insurance if approved. ***Moved by Mr. Segina, seconded by Ms. Woods that the Borough contract with CEO for Supplemental Services in 2021 for 28 weeks beginning in April at the cost of \$ 63,840. Motion unanimously approved.***

Ms. Shambaugh initiated a discussion of communication already shared with the Executive Committee and Mr. Wion. The exchange was regarding delinquent trash accounts with the City of Harrisburg. There have been conversations with Harrisburg's finance offices about persons who have failed to pay their trash bills since the inception of the Harrisburg contract. From January 2020, there are approximately 235 delinquent resident accounts. With complications of the pandemic, Harrisburg agreed to pick up the trash to maintain public safety. They cannot afford to continue without paying for services rendered. Harrisburg now wants the Borough to pay for the delinquent accounts, citing Exhibit E of the Agreement. Mr. Wion disagrees that the "extraordinary circumstance" clause in Exhibit E includes delinquent accounts. Ms. Shambaugh stated thought has been given to collect payment from the residents and pay the City. The

residents have received citations. The City asks that Council approve the delay in trash pickup for residents who have not paid until April 12, five days after the regular pickup day. The wait is to provide an incentive for those residents to pay for the service. Ms. Shambaugh confirmed the Borough has not been charged the fee in the past, but the City would like it implemented. Currently, the Borough and the City are looking at alternatives to handling the problem. Mr. Wion said the Borough holds the contract for the City to pick up the trash; however, the individual resident has the actual service contract. It was noted that uncollected trash could cause public health, public safety, and possible infestation problems. Mr. Wion stated that the special municipal pickup service fee is for illegally dumped waste or public works trash. He continued to explain that regular trash pickup was not counted as special municipal pickup. Mayor Marcinko said it did not seem right for the Borough to pay for individuals' trash service. Mr. Proctor asked for input from Mr. Curry. Mr. Curry suggested the individual be issued a \$ 50.00 Quick Ticket. The Public Works Department could pick up the trash and take it to the dump. He further stated that the cost of the ticket would cover the dumping fee. Mr. Curry confirmed President Proctor's assertion that the resident can receive a Quick Ticket for each day the trash is on the street. Mr. Proctor asked for confirmation that Mr. Curry and Chief Minium are working together to take the cases to the District Judge, who can make the Citation turn into a Warning. Mr. Curry confirmed the plan. Ms. Shambaugh agreed to cross-reference the list of persons who have not paid the trash bills with the sewer and tax list within two days and email Council the results. Ms. Woods stated that the Borough would become the trash company. Both Mr. Proctor and Ms. Marcinko agreed that the Borough had been the trash company in the past. Mr. Segina detailed a possible scenario for action: 1) a Quick Tickets is issued if Harrisburg suspends the service, 2) the resident is cited because of failure to comply with Ordinance, 3) Borough has to pick up the trash, 4) a bill should be sent to the resident, and 5) if the bill is not paid Mr. Wion can place a lien the property. Following the discussion, Mr. Proctor issued two instructions. Mr. Curry is to develop a plan of action and email the project to Council. Mr. Jones is to discuss the issue in Codes Committee and report the plan to Council.

Ms. Shambaugh requested the discussion of the disposal of compound waste be moved to the April19 2021 Council meeting, pending a response from Swatara Township.

Ms. Shambaugh made the following report:

1. The floors on the first floor that are experiencing the water problem have buckled about six inches.
2. While investigating the cause of the problem, asbestos was discovered around the pipes.
3. An assessment found the asbestos is wet and poses no safety hazard.
4. The pipes' issues cannot be resolved until it is safe to turn off the steam that heats the building. Turning off the steam before the weather warms sufficiently could cause another problem if the pipes freeze.
5. Now that the weather is warming work on the pipes will begin soon.
6. Contractors have not been able to locate the source of the leak.
7. The asbestos removal work will be completed in two days. The work includes:
 - a. Full containment of the area.

- b. Removal and disposal of the asbestos.
 - c. Removal of floor pieces
8. **THE COST OF THE ASBESTOS REMOVAL IS APPROXIMATELY \$10,000.00**
9. The next step will be hiring a contractor to determine the source and repair the leak.

At Ms. House's request, Mr. Segina presented the Public Works Director's job description, developed by Ms. McCool. ***Mr. Segina moved, and Ms. Woods seconded the motion to approve the job description and advertise the Public Works Director position. The motion passed unanimously.*** Mayor Marcinko asked that the advertisement be sent to professional government publications.

Mr. Segina presented an Ordinance amendment suggested by the Boroughs Association to allow open burning. It implies burning must be done in specified containers and during limited hours. Also, the new Ordinance will not allow residents to burn items that will poison the air. Mr. Segina stated that the Ordinance was reviewed by the Codes Committee about a year ago. There was some discussion about things that should be changed to match the concerns of the Borough. Mayor Marcinko asked if Chief Vance agreed with the Ordinance. His response was, "absolutely." Mr. Wion stated that he was not present when the Committee reviewed the suggestion and has many items that should be discussed. Mr. Proctor said the Committee should review the information with Mr. Wion and report back to the body.

No correspondence was received for presentation at this meeting.

The following comments were made by persons from the public:

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked if the Skate Park produces revenue for the Borough. He asked the question because of all the complaints and problems caused by the park. Mr. Proctor informed him that the park is a source of grants and other income for the Borough. Another question was why it takes so long to get a police response. Chief Minium stated that the police force needs to be increased.

Sean Gold, 319 South Front Street – Mr. Gold requested approval to use the Co-Exist Gallery parking lot and South Front Street July 10, 2021. The event will be from 2:00 -10:00 p.m.; however, the area is needed from 2:00 - 11:00 p.m. to set up and tear down. The site will be used to host a Mardi Gras in July Celebration. The Celebration will feature a sound stage with bands like John Gris Gris from Pittsburgh and Snack Time from Philadelphia. Food trucks and New Orleans-style foods, and other entertainment would be included. Discussion about the request included:

- the need to file a request with PennDot since Front Street is a state road;
- the length of time the road would be unavailable;
- possible detour;
- how fire emergencies would be handled,
- the number of parking spaces involved,

- and enforcing one-lane traffic with flaggers to help keep traffic moving.

Moved by Mr. Jones, seconded by Mr. Segina, that Council approves the use of South Front Street and parking lot of Co-Exist Gallery July 10, 2021, for a Mardi Gras in July Celebration. Motion passed unanimously.

Cynthia and Robert Crumlic, 641 North Third Street – The Crumlics expressed concern about the Skate Park activities. They said that loud, vulgar music played on boom boxes, cursing, and marijuana smoking late at night and early morning causes problems for persons living in the area. Because of the harmful activities, neighboring houses are unable to use their yards. Ms. Crumic reported that she is unable to sleep because of the noise. Mr. Jones said he receives lots of complaints from the neighbors adjacent to the Skate Park. The complaints include noise, parking, transient traffic, vulgar language, and other things that prevent the area from enjoying family-friendly activities. Other issues mentioned include persons speeding through the alley on dirt bikes, people driving the wrong way on the one-way street, the lack of proper lighting, and drug use. It was reported that persons lit a bonfire in the area. Possible solutions to the problems were discussed. Using rumble strips was discussed; however, it was mentioned that skaters use the current speed bumps as jumping humps. Enforcement of the noise ordinance was mentioned. Additional police presence was noted. Chief Minium reported that patrol cars and the drug task force have monitored the park; however, no improper behavior has been seen when surveilled. It was said that there were videos of offensive/illegal activities. The Police Chief stated he has not seen them, and they should be sent to him. He said enforcement of the laws would be more effective if persons call the non-emergency police number (717-558-6900) or his cell number (717-439-5882). The incidents should be reported while they are happening. A patrol car will respond as soon as possible to document and stop the activity.

Council and staff members presented the following concerns:

Ms. Woods, Ms. Leggett-Robinson, Mr. Miller, and Mr. Segina expressed no concerns.

Mr. Jones stated that as Chair of the Codes Department, he asked that he be included in any conversation/activity concerning that department.

Chief Minium stated that although the Police Department has its faults, the Steelton Police Department is one of the best. Its response is above all standards in Pennsylvania.

Mr. Wion asked that Council members carefully review the subdivision plan and information regarding 701 North Third Street. The subdivision of the property will be presented by Mr. Curry at the next Council meeting. A Resolution will be prepared for approval of the plan.

Ms. Shambaugh gave a shout-out to and thanked persons who helped with the Easter Egg Drive-by. She reported that over 200 Easter bags were given out. She also thanked the Easter Bunny for showing up.

Mayor Marcinko stated that:

- Mr. Vance is to send the letter to Dauphin County to request he be notified when fire equipment is sent to the Boat Dock.
- Chief Minium will participate in an Eli Green Films documentary about gun violence in Harrisburg.
- The police are busy because Steelton is a small town with big-city problems.
- There are usually three policemen on the street.
- The Borough may need more policemen and volunteer firemen.

Mr. Proctor thanked Ms. Shambaugh, Ms. House, Ms. Carroll, and the police and fire departments for their work to make the Easter Egg event a success.

There was no Executive Session or other business discussed by Council.

Moved by Ms. Woods, seconded by Mr. Segina, the Steelton Borough Council Meeting adjourns at 8:08 p.m. Motion passed unanimously.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Anne Shambaugh", written in black ink.

Anne Shambaugh, Secretary

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
Dena 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 7th & 8th-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 Pubic 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 30th 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 1st 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.

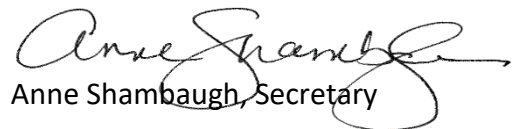
Mr. Proctor thanked persons for attending the meeting. He noted that an Executive Session was needed.

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

STEELTON BOROUGH COUNCIL MEETING MINUTES

May 3, 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.

Absent with cause: Thommie Leggett-Robinson

As a precaution, due to 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, with particular concerns for Mr. Jones, who recently lost his uncle.

Motion by Mr. Jones, second by Mr. Segina to approve the April 19, 2021, Council Meeting Minutes as presented. Motion passed unanimously.

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.

Mr. Randy Watts, Engineer, HRG, presented the April 2021 Engineer's Report.

- The easement of the adjacent Hummer Enterprise property was obtained. Construction on Phase II of the Skate Park project will start soon.
- The Hoffer Street Pump Station project is progressing. The current focus is obtaining the required permits from the Department of Environmental Protection.
- Plans for a pre-application meeting regarding Pennvest funds will be scheduled.

Mr. Watts presented requests for approval of several projects.

1. Approval of HRG's Proposal to Prepare Bid Documents for the Repair of the Wall at 101 Locust Street. The proposal includes: a survey of the property, preparation of bid documents, review of bids, recommend a contractor to the Council and, supervise the work. ***Moved by Mr. Krovic, seconded by Mr. Segina, to approve HRG's proposal to Prepare Bid Documents for the Repair of the Wall at 101 Locust Street for \$ 22,000.00. Motion passed unanimously.***

Approval of T.R. Stoner Proposal to Replace Basketball Posts in Third Street Park. During the discussion of the proposal, Mr. Jones asked why new posts were needed. Mr. Proctor explained it will upgrade comparable to the Bailey Street Park. ***Moved by Mr. Segina, seconded by Mr.***

Jones to accept the T.R. Stoner Proposal to Replace Basketball Posts in Third Street Park at the cost of \$ 8,465.00. Motion passed, with Ms. Hodge casting the dissenting vote.

Council requested an engineer's study to determine a method to slow down traffic at Fourth and Locust Streets. HRG decided that the preparation of a study would not be cost-effective. They recommended posting a 25 mph sign, removing parking spaces, or calming traffic. After discussion, the Public Works Department will paint "slow down" on the street and refresh the crosswalk lines.

Moved by Mr. Jones, seconded by Mr. Krovic to approve the April 2021 Engineer's Report. Motion passed unanimously.

Unfinished Business:

Ms. Woods and Ms. Shambaugh presented HRG's proposal to administer the stormwater fee implementation. Bruce Holtshizer from HRG was present to answer questions. Some of the items included in the proposal are:

- Determining the stormwater fee and process for implementation,
- Developing a data system for billing,
- Organizing the Stormwater Advisory Committee. This committee will consist of representatives from Borough business, churches, and schools. There will be 10-15 persons on the committee. This temporary committee will have at least 5 meetings,
- Organizing the Stormwater Committee for continued oversight of the service,
- Organizing, preparing, and facilitating public meetings, and community education materials, and
- Providing support to the Borough as needed.

Moved by Ms. Woods, seconded by Mr. Krovic to approve the HRG Proposal to Administer the Stormwater Fee Implementation process for a cost of \$ 77,450.00. Motion passed unanimously.

Ms. Shambaugh provided an update on the removal of asbestos on the first floor of the Municipal building. The two-day process to remove the asbestos begins May 15, 2021. Once the asbestos is removed, the source will be identified, and repair of the leak completed. She will make a follow-up report at the next Council meeting.

Mr. Miller presented new proposals for the removal of trees at the Boat Dock. Nate's Tree Service submitted a proposal for \$ 4,100.00. Love's Tree Service submitted a proposal for \$ 4,500.00. Shull's Tree Service submitted a proposal for \$ 5,380.00. Mr. Miller recommended accepting the bid from Nate's Tree Service since it was the lowest bid. Ms. Hodge expressed concerns about Nate because of past problems. At Mr. Krovic's request, the past issues were discussed. Mr. Segina stated that Nate's Tree Service proposal matched the Borough's billing cycle. ***Moved by Mr. Segina, seconded by Mr. Krovic to approve Nate's Tree Service proposal for removal of trees at the Boat Dock for***

\$ 4,100.00. The vote was called. Ms. Hodge, Ms. Wood, Mr. Jones and Mr. Proctor casted dissenting votes. The motion failed. Moved by Ms. Hodge, and seconded by Mr. Jones to approve the proposal submitted by Love's Tree Service for \$ 4,500.00. Motion passed unanimously.

Ms. Shambaugh requested approval to pay the invoice for installing the grinder at the Hoffer Street Pump Station. ***Moved by Mr. Segina, seconded by Ms. Hodge to approve payment of \$ 52,940.00 to Riordan Materials Corporation for installation of a grinder at the Hoffer Street Pump Station. Motion passed unanimously.***

Ms. Shambaugh presented the 2021 First Quarter Ambulance Report. Mr. Segina requested a return to the list of calls report format. The detailed list helped monitoring of the Life Team contract.

New Business:

Ms. House asked Council to approve Dashaun Beecher's request to use two parks for a summer basketball league. Mr. Beecher was on the call and presented his plans for the program. He asked to use the Bailey Street and Municipal Park courts every Sunday between June 6 and August 1 from noon to 6:00 p.m. The discussion included Council concerns about insurance, pandemic precautions, cleanup of the parks, and attendees' behavior. Council members stated there was not enough information provided to make a decision. ***Moved by Ms. House, and seconded by Mr. Jones approval for the "Sunday Swish" Rod Brookins Summer Basketball League Activities from June 5 – August 1, 2021, including use of Bailey Street and Municipal Parks, closure of Bailey Street between Ridge and Frank Brown Boulevard, vendor participation, with approval contingent upon proof of insurance. Motion passed with a 5-2 vote. Dissenting votes were cast by Ms. Hodge and Ms. Woods.***

Ms. House asked Council to approve a request from Tanecha Anderson. Ms. Anderson seeks closure of South River Alley between Mulberry and Washington Streets. The Birthday Party will be held May 8, 2021, from 4:00 p.m. – 8:00 p.m. . Mayor Marcinko reported that the area requested is volatile and poses a safety problem. Mayor Marcinko recommended Ms. Anderson consider using a park. The Council members agreed that the approval sought by Ms. Anderson could not be granted. They accepted the suggestion that Ms. Anderson uses a park for the party. ***Moved by Mr. Segina and seconded by Ms. Hodge to approve Ms. Anderson's request to hold a Birthday Party, May 8, 2021, between 4:00 and 8:00 p.m. if she uses a Steelton Borough Park. Motion passed unanimously.***

Ms. House requested approval for the Cottage Hill Fishing Association to hold a fishing tournament at the Boat Dock. ***Moved by Ms. Hodge, seconded by Mr. Segina to approve the use of the Boat Dock from noon July 9 until noon July 11, 2021, for the Cottage Hill Fishing Association's 35th Annual Fishing Tournament. Motion approved unanimously.***

Ms. Woods led a discussion about the proposed Graduation Procession. The procession would start at the high school, process through Steelton and Highspire, and return to the school. She and Chief Minium said the parade would follow the same route as the Championship Procession.

Moved by Mr. Segina, seconded by Ms. Hodge to approve the Steelton-Highspire Proposal for a Graduation Procession May 23, 2021, starting at 6:30 p.m. Motion approved unanimously.

Ms. Shambaugh requested approval to accept the 2021 Gaming Grant for Brickyard Community Park. ***Moved by Mr. Segina, seconded by Ms. Hodge to accept the 2021 Dauphin County Local Share Municipal Grant Agreement. Motion approved unanimously.***

Mr. Wion introduced an Ordinance to increase parking ticket fees. The ordinance was reviewed by the Council before the meeting. ***Moved by Mr. Jones, seconded by Mr. Krovic to approve advertisement of the Ordinance to Increase Parking Ticket Fees. Motion passed unanimously.***

Correspondence:

Service 1st Restoration Fire & Water Company sent a Thank you Card to the Borough staff. The card was in honor of Local Government Week.

The Commonwealth Financing Authority sent a notice denying the Borough's application for the Greenways, Trails, and Recreation Program Grant. The grant was to help fund the development of the Brickyard Community Park. Property for the park was donated to the Borough by Steel Works. Ms. Shambaugh reported that the cost for the development of the park and amphitheater is approximately \$ 350,000.00. Ensuring that the soil is acceptable may be an additional cost. The Borough has received \$200,000.00 in grant funds (\$110,000.00 in DCED grant funds, and \$ 90,000.00 from a Gaming Grant). With Council's approval, she will re-apply for the \$225,000.00 requested for the GTRP Grant. Application for the grant must be submitted by May 31, 2021, and a response is expected by September. Ms. Shambaugh said the park's development could be divided into two phases, depending on fund availability. Mr. Wion informed the Council that two steps must be completed before development. Those steps are for Steel Works to convey the property to the Borough and receive approval to sub-divide it. The application for sub-division requires the inclusion of a land development plan.

Council & Staff Concerns:

Chief Minimum, Mr. Curry, Mr. Miller, Ms. Shambaugh, Mr. Krovic, Ms. Woods, Ms. House, Ms. Marcinko, Ms. Hodge, and Mr. Segina expressed no concerns.

Chief Vance reported that the Fire Department will submit an application for a Gaming Grant.

Mr. Jones reported that he continues to receive complaints regarding the Skate Park. Citizens report concerns about speeding, noise, and child safety.

Mr. Proctor stated he was advised that one Council member did not cast a vote on the motion approving the Nate's Tree Service's tree removal proposal. ***He called for a roll call vote.***

<i>Ms. Woods – no</i>	<i>Ms. House – abstain</i>	<i>Mr. Proctor - no</i>
<i>Mr. Krovic – yes</i>	<i>Ms. Hodge – no</i>	
<i>Mr. Jones – no</i>	<i>Mr. Segina –yes</i>	

Approval of the motion to award the contract to Nate's Tree Service failed. Council's earlier vote to award the contract to Love's Tree Service & Systems to award the contract for \$ 4,500.00 stands.

Mr. Proctor thanked persons for attending the meeting.

Moved by Mr. Krovic, seconded by Mr. Segina that the Council move into Executive Session at 8:23 p.m. Motion passed unanimously.

The Council resumed the regular session.

Moved by Mr. Segina, seconded by Mr. Krovic that Ms. Anne Shambaugh's employment be terminated. There was a roll call vote:

<i>Mr. Jones – no</i>	<i>Ms. Hodge - no</i>
<i>Mr. Krovic – yes</i>	<i>Mr. Segina - yes</i>
<i>Ms. Woods – no</i>	<i>Mr. Proctor – yes</i>

The motion ended in a 3-3 tie. Under Robert's Rules of Order, the Mayor voted to break the tie. Mayor Marcinko voted – yes. Therefore the motion to terminate the employment of Ms. Shambaugh passed by 4-3.

Moved by Mr. Segina seconded by Mr. Krovic to hire Ben Bechtold as Codes Administrative Assistant at \$14.00 per hour. Motion passed unanimously.

Mr. Proctor was informed that Ms. House could not cast her vote because she was kicked off the call. Mr. Proctor asked for her vote. ***Ms. House voted no, changing the vote to 4-3. Ms. Shambaugh was not terminated.***

Mayor Marcinko asked Mr. Wion if the first vote had to be rescinded and the Council re-vote. He explained that since Ms. House would have been available but was kicked off the call, the Mayor's vote was nullified. He further stated that a re-vote was not necessary since all Council members have now voted on the Motion.


Moved by Mr. Segina seconded by Mr. Krovic to hire Matt Maharg as a highway laborer at \$15.00 per hour. The motion passed unanimously.

Moved by Mr. Segina seconded by Ms. Woods that Michael Richardson be hired as a sewer laborer at \$15.00 per hour. The motion passed unanimously.

Ms. Woods asked Ms. House to discuss the proposed Lincoln Street Prom Lineup. Ms. House stated that she received a request to hold the event; however, she has not received all the necessary documents. Mr. Proctor left the meeting. In his absence, Mr. Segina presided over the meeting. ***Moved by Ms. Hodge, seconded by Ms. House to approve the request to hold the Lincoln Street Prom Lineup, blocking off Second Street between Lincoln and Harrisburg Streets May 14, 2021, pending receipt of the required documents. The motion passed unanimously.***

Moved by Ms. Hodge, seconded by Ms. Woods, the Steelton Borough May 3, 2021, Council Meeting be adjourned. Motion approved unanimously.

Respectfully Submitted,



Anne Shambaugh, Secretary

STEELTON BOROUGH COUNCIL MEETING MINUTES

May 3, 2021

Present:

Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President ProTem
Denaë 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.

Absent with cause: Thommie Leggett-Robinson

As a precaution, due to 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, with particular concerns for Mr. Jones, who recently lost his uncle.

Motion by Mr. Jones, second by Mr. Segina to approve the April 19, 2021, Council Meeting Minutes as presented. Motion passed unanimously.

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.

Mr. Randy Watts, Engineer, HRG, presented the April 2021 Engineer's Report.

- The easement of the adjacent Hummer Enterprise property was obtained. Construction on Phase II of the Skate Park project will start soon.
- The Hoffer Street Pump Station project is progressing. The current focus is obtaining the required permits from the Department of Environmental Protection.
- Plans for a pre-application meeting regarding Pennvest funds will be scheduled.

Mr. Watts presented requests for approval of several projects.

1. Approval of HRG's Proposal to Prepare Bid Documents for the Repair of the Wall at 101 Locust Street. The proposal includes: a survey of the property, preparation of bid documents, review of bids, recommend a contractor to the Council and, supervise the work. ***Moved by Mr. Krovic, seconded by Mr. Segina, to approve HRG's proposal to Prepare Bid Documents for the Repair of the Wall at 101 Locust Street for \$ 22,000.00. Motion passed unanimously.***

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Council requested an engineer's study to determine a method to slow down traffic at Fourth and Locust Streets. HRG decided that the preparation of a study would not be cost-effective. They recommended posting a 25 mph sign, removing parking spaces, or calming traffic. After discussion, the Public Works Department will paint "slow down" on the street and refresh the crosswalk lines.

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Unfinished Business:

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- Organizing the Stormwater Committee for continued oversight of the service,
- Organizing, preparing, and facilitating public meetings, and community education materials, and
- Providing support to the Borough as needed.

Moved by Ms. Woods, seconded by Mr. Krovic to approve the HRG Proposal to Administer the Stormwater Fee Implementation process for a cost of \$ 77,450.00. Motion passed unanimously.

Ms. Shambaugh provided an update on the removal of asbestos on the first floor of the Municipal building. The two-day process to remove the asbestos begins May 15, 2021. Once the asbestos is removed, the source will be identified, and repair of the leak completed. She will make a follow-up report at the next Council meeting.

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\$ 4,100.00. The vote was called. Ms. Hodge, Ms. Wood, Mr. Jones and Mr. Proctor casted dissenting votes. The motion failed. Moved by Ms. Hodge, and seconded by Mr. Jones to approve the proposal submitted by Love's Tree Service for \$ 4,500.00. Motion passed unanimously.

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Ms. House asked Council to approve Dashaun Beecher's request to use two parks for a summer basketball league. Mr. Beecher was on the call and presented his plans for the program. He asked to use the Bailey Street and Municipal Park courts every Sunday between June 6 and August 1 from noon to 6:00 p.m. The discussion included Council concerns about insurance, pandemic precautions, cleanup of the parks, and attendees' behavior. Council members stated there was not enough information provided to make a decision. ***Moved by Ms. House, and seconded by Mr. Jones approval for the "Sunday Swish" Rod Brookins Summer Basketball League Activities from June 5 – August 1, 2021, including use of Bailey Street and Municipal Parks, closure of Bailey Street between Ridge and Frank Brown Boulevard, vendor participation, with approval contingent upon proof of insurance. Motion passed with a 5-2 vote. Dissenting votes were cast by Ms. Hodge and Ms. Woods.***

Ms. House asked Council to approve a request from Tanecha Anderson. Ms. Anderson seeks closure of South River Alley between Mulberry and Washington Streets. The Birthday Party will be held May 8, 2021, from 4:00 p.m. – 8:00 p.m. . Mayor Marcinko reported that the area requested is volatile and poses a safety problem. Mayor Marcinko recommended Ms. Anderson consider using a park. The Council members agreed that the approval sought by Ms. Anderson could not be granted. They accepted the suggestion that Ms. Anderson uses a park for the party. ***Moved by Mr. Segina and seconded by Ms. Hodge to approve Ms. Anderson's request to hold a Birthday Party, May 8, 2021, between 4:00 and 8:00 p.m. if she uses a Steelton Borough Park. Motion passed unanimously.***

Ms. House requested approval for the Cottage Hill Fishing Association to hold a fishing tournament at the Boat Dock. ***Moved by Ms. Hodge, seconded by Mr. Segina to approve the use of the Boat Dock from noon July 9 until noon July 11, 2021, for the Cottage Hill Fishing Association's 35th Annual Fishing Tournament. Motion approved unanimously.***

Ms. Woods led a discussion about the proposed Graduation Procession. The procession would start at the high school, process through Steelton and Highspire, and return to the school. She and Chief Minium said the parade would follow the same route as the Championship Procession.

Moved by Mr. Segina, seconded by Ms. Hodge to approve the Steelton-Highspire Proposal for a Graduation Procession May 23, 2021, starting at 6:30 p.m. Motion approved unanimously.

Ms. Shambaugh requested approval to accept the 2021 Gaming Grant for Brickyard Community Park. ***Moved by Mr. Segina, seconded by Ms. Hodge to accept the 2021 Dauphin County Local Share Municipal Grant Agreement. Motion approved unanimously.***

Mr. Wion introduced an Ordinance to increase parking ticket fees. The ordinance was reviewed by the Council before the meeting. ***Moved by Mr. Jones, seconded by Mr. Krovic to approve advertisement of the Ordinance to Increase Parking Ticket Fees. Motion passed unanimously.***

Correspondence:

Service 1st Restoration Fire & Water Company sent a Thank you Card to the Borough staff. The card was in honor of Local Government Week.

The Commonwealth Financing Authority sent a notice denying the Borough's application for the Greenways, Trails, and Recreation Program Grant. The grant was to help fund the development of the Brickyard Community Park. Property for the park was donated to the Borough by Steel Works. Ms. Shambaugh reported that the cost for the development of the park and amphitheater is approximately \$ 350,000.00. Ensuring that the soil is acceptable may be an additional cost. The Borough has received \$200,000.00 in grant funds (\$110,000.00 in DCED grant funds, and \$ 90,000.00 from a Gaming Grant). With Council's approval, she will re-apply for the \$225,000.00 requested for the GTRP Grant. Application for the grant must be submitted by May 31, 2021, and a response is expected by September. Ms. Shambaugh said the park's development could be divided into two phases, depending on fund availability. Mr. Wion informed the Council that two steps must be completed before development. Those steps are for Steel Works to convey the property to the Borough and receive approval to sub-divide it. The application for sub-division requires the inclusion of a land development plan.

Council & Staff Concerns:

Chief Minimum, Mr. Curry, Mr. Miller, Ms. Shambaugh, Mr. Krovic, Ms. Woods, Ms. House, Ms. Marcinko, Ms. Hodge, and Mr. Segina expressed no concerns.

Chief Vance reported that the Fire Department will submit an application for a Gaming Grant.

Mr. Jones reported that he continues to receive complaints regarding the Skate Park. Citizens report concerns about speeding, noise, and child safety.

Mr. Proctor stated he was advised that one Council member did not cast a vote on the motion approving the Nate's Tree Service's tree removal proposal. ***He called for a roll call vote.***

<i>Ms. Woods – no</i>	<i>Ms. House – abstain</i>	<i>Mr. Proctor - no</i>
<i>Mr. Krovic – yes</i>	<i>Ms. Hodge – no</i>	
<i>Mr. Jones – no</i>	<i>Mr. Segina –yes</i>	

Approval of the motion to award the contract to Nate's Tree Service failed. Council's earlier vote to award the contract to Love's Tree Service & Systems to award the contract for \$ 4,500.00 stands.

Mr. Proctor thanked persons for attending the meeting.

Moved by Mr. Krovic, seconded by Mr. Segina that the Council move into Executive Session at 8:23 p.m. Motion passed unanimously.

The Council resumed the regular session.

Moved by Mr. Segina, seconded by Mr. Krovic that Ms. Anne Shambaugh's employment be terminated. There was a roll call vote:

<i>Mr. Jones – no</i>	<i>Ms. Hodge - no</i>
<i>Mr. Krovic – yes</i>	<i>Mr. Segina - yes</i>
<i>Ms. Woods – no</i>	<i>Mr. Proctor – yes</i>

The motion ended in a 3-3 tie. Under Robert's Rules of Order, the Mayor voted to break the tie. Mayor Marcinko voted – yes. Therefore the motion to terminate the employment of Ms. Shambaugh passed by 4-3.

Moved by Mr. Segina seconded by Mr. Krovic to hire Ben Bechtold as Codes Administrative Assistant at \$14.00 per hour. Motion passed unanimously.

Mr. Proctor was informed that Ms. House could not cast her vote because she was kicked off the call. Mr. Proctor asked for her vote. ***Ms. House voted no, changing the vote to 4-3. Ms. Shambaugh was not terminated.***

Mayor Marcinko asked Mr. Wion if the first vote had to be rescinded and the Council re-vote. He explained that since Ms. House would have been available but was kicked off the call, the Mayor's vote was nullified. He further stated that a re-vote was not necessary since all Council members have now voted on the Motion.


Moved by Mr. Segina seconded by Mr. Krovic to hire Matt Maharg as a highway laborer at \$15.00 per hour. The motion passed unanimously.

Moved by Mr. Segina seconded by Ms. Woods that Michael Richardson be hired as a sewer laborer at \$15.00 per hour. The motion passed unanimously.

Ms. Woods asked Ms. House to discuss the proposed Lincoln Street Prom Lineup. Ms. House stated that she received a request to hold the event; however, she has not received all the necessary documents. Mr. Proctor left the meeting. In his absence, Mr. Segina presided over the meeting. ***Moved by Ms. Hodge, seconded by Ms. House to approve the request to hold the Lincoln Street Prom Lineup, blocking off Second Street between Lincoln and Harrisburg Streets May 14, 2021, pending receipt of the required documents. The motion passed unanimously.***

Moved by Ms. Hodge, seconded by Ms. Woods, the Steelton Borough May 3, 2021, Council Meeting be adjourned. Motion approved unanimously.

Respectfully Submitted,



Anne Shambaugh, Secretary

STEELTON BOROUGH COUNCIL AGENDA

May 17, 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: May 3, 2021 and revised March 22, 2021

Public Comments for Agenda Items Only

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

Department & Committee Reports:

Fire Department and Ambulance

Police Department

Codes Department

Public Works Department

Parks and Recreation Committee

Graduation Party, Municipal Park 2p.m-4pm, June 21, 2020

NEDC Committee

Stormwater Committee

Mayor's Report

Borough Manager's Report

Approval of Department/Committee Reports

Presentation:

Michael Iskric & Travis Waters

Discussion on Creating a Partnership for
Parks, Recreation, and Youth Activities.

Unfinished Business:

Mr. Wion	Approval of Ordinance 2021-01 Amending the Code of Steelton Borough Chapter 10 §110-53 on Parking Fines.
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New Business:

Mr. Segina	Ratification of Roller Foundation Donation
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Mr. Wion	Approval of Resolution 2021-R- 06 Eliminating Special Parking Permits.
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Ms. Shambaugh	Acceptance of Kathy McCool Resignation.
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Ms. Shambaugh	Discussion on Construction Project Monitoring Report of 2017 Steelton Borough Repaving & Restoration Project - a CDBG Grant Funded Project.
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Correspondence:

Dauphin County Conservation District	Approval of Minor Amendment to Permit Coverage
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Penn Environmental & Remediation, Inc.	Stormwater Management & Floodplain Management Analysis for Joint Permit Application.
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PPL – West Shore to Harrisburg
Susquehanna River Crossing Act 14, 67, 68
& 127 Notification Letter.

Pennsylvania Department of Transportation	Report \$147,026.62 Liquid Fuels Tax Fund payment made to the Borough.
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Dauphin County Office of Tax Assessment	Reporting Change of Assessment for 548 North Third Street.
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Public Comments:**Council & Staff Concerns:****Executive Session:****Other Business:****Adjournment:**

STEELTON BOROUGH COUNCIL MEETING MINUTES

May 17, 2021

Present:

Keontay Hodge, President ProTem
Denae House
William Krovic
Natasha Woods

Anne Shambaugh.
Dave Wion, Solicitor
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.

Absent with cause: Brian Proctor, William Jones, Maria Marcinko, and Mike Segina

As a precaution, due to Covid-19, the Steelton Borough Council meeting was held by video/telephone conference. President Pro-Tem Hodge opened the meeting at 6:38 p.m. The roll was called, and persons present noted. Ms. House led the group in a moment of silence, with particular concerns for Mr. Jones, who recently lost his brother and the conflict in Palestine.

Following review, Mr. Wion had one correction to the minutes. He stated page five, the second paragraph from the bottom should read, "He explained that since Ms. House would have been available but was kicked off the call, the Mayor's vote was nullified." ***Motion by Ms. House, second by Mr. Krovic, to approve the May 3 and March 22, 2021, Council Meeting Minutes with the noted corrections. 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.

Moved by Ms. Woods and seconded by Ms. House, the schedule of billing, requisitions, and change orders for April 2021 be approved. The motion passed unanimously.

Department & Committee Reports:

Fire Department and Ambulance – Written Report filed.

Police Department – Written Report filed.

Codes Department – Written Report filed.

Public Works Department – A written report was filed.

Mr. Miller informed the group that there was a mix-up in the dates for tree removal at the Boat Dock. The trees will be removed Tuesday, June 15, 2021, at 7:00 a.m.

Parks and Recreation Committee –

Kelly Hawinschlds requested the use of Municipal Park for a Graduation Party. ***Moved by Mr. Krovic and seconded by Ms. House, the request for Municipal Park use for a Graduation Party June 12, 2021, be approved. Motion passed unanimously.***

NEDC Committee – The Committee has not met.

Stormwater Committee – The Committee has no updated information to share.

Mayor's Report – The Mayor did not attend the meeting. Chief Minium stated that she did not give him information to share with the Council.

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

- ✓ Asbestos removal is complete. Air in the Municipal Building is 100% clear.
- ✓ The contractor will come to the site on May 18, 2021, to provide an estimated cost to replace the damaged floors.
- ✓ The plumber will come in and repair the broken pipes on the first and second floors.
- ✓ Ms. Shambaugh has filed an insurance claim to help defer the cost of the repairs.
- ✓ The new telephone will be ported over at 3:00 p.m. on May 18, 2021.
- ✓ She will post announcements on the Borough website and Facebook page; there may be problems reaching the Borough because of the new telephone system.

Moved by Ms. House and seconded by Mr. Krovic to approve the Departmental/Committee Reports as presented. Motion passed unanimously.

Presentation:

Superintendent Travis Waters and Assistant Superintendent Michael Iskric from the Steelton-Highspire School District presented to the Council. Mr. Waters would like the Borough to partner with the School District to provide a Parks & Recreation Program in Steelton. They have a Parks & Recreation Director; however, they need additional funding to provide an adequate program. They are asking the Borough to provide \$9,900.00 (\$ 1,650.00 monthly) toward the summer program. The District will provide \$ 20,100.00 (\$3,350 monthly), including medical benefits toward the program. In addition, the District is also applying for grant funding. They would like to have a program up and running by June 2021. The key is engaging area youth in constructive activities during the summer. One of the programs discussed was Midget Football. Concern was raised about the participation of Swatara Township in the summer program since, technically, the schools are located there. Mr. Waters clarified that the program would be for Steelton youth and the activities totally contained in the Steelton Borough. Ms. Woods stated that she would like more specific information about the activities planned and where they would be located. ***Moved by Ms. Woods, and seconded by Mr. Krovic that Mr. Waters be referred to the Parks & Recreation Committee and the Finance Committee for further discussion and a report be made the next Council Meeting. Motion passed unanimously.***

Ms. House stated that she discovered that the Midget Football Program needs 30 new helmets. The Jordan Hill Foundation will purchase new helmets; however, they need additional donations and funding for the program. ***Moved by Ms. House that the Borough donate \$2,000.00 toward the purchase of 30 new helmets for the Steelton Midget Football Program. There was no second to the motion. Moved by Ms. Woods, and seconded by Mr. Krovic discussion of the donation of \$2,000.00 to the Steelton Midget Football League be tabled to the June 2, 2021 meeting. Motion passed unanimously.***

Unfinished Business:

In response to a request from Chief Minium, Mr. Wion requested Council approve an Ordinance increasing the cost of Borough parking fines. ***Moved by Mr. Krovic, and seconded by Ms. Woods that the Council Approve Ordinance 2021-01 Amending the Code of Steelton Borough Chapter 10 §110-53 on Parking Fines. Motion passed unanimously.***

New Business:

In his absence, Mr. Segina's presentation to ratify the Roller Foundation Donation was tabled.

Mr. Wion presented information about Special Purpose Parking Spaces that are no longer needed. The locations are 673 South Front Street and 540 Ridge Street. ***Moved by Mr. Krovic and seconded by Ms. Woods, approval of Resolution 2021-R- 06 Eliminating Special Parking Permits. Motion passed unanimously.***

Ms. Shambaugh presented a letter of resignation from Ms. McCool. ***Moved by Mr. Krovic and seconded by Ms. Woods, Kathy McCool's resignation is accepted, effective May 5, 2021. Motion passed unanimously.***

Ms. Shambaugh discussed receipt of the Construction Project Monitoring Report of 2017 Steelton Borough Repaving & Restoration Project funded by a Community Development Block Grant. The report showed that the project was in compliance with all but one measure. The company did not pay the prevailing wage to the contract workers as is required by federal grant funding. She has asked Mr. Matt Cichy from HRG to provide documentation concerning the non-compliance with the wage requirement.

Correspondence:

Dauphin County Conservation District sent a copy of a letter to Mr. Portieles requesting approval of Minor Amendment to Permit Coverage for PPL Hummelstown-Steelton Pole Replacement. The request was granted.

Penn Environmental & Remediation, Inc. and PPL informed the Borough that they have completed a Joint Permit Application for Stormwater Management & Floodplain Management Analysis. They also provided a PPL – West Shore to Harrisburg Susquehanna River Crossing Act 14, 67, 68 & 127 Notification Letter.

The Pennsylvania Department of Transportation reported the Borough will receive a \$147,026.62 Liquid Fuels Tax Fund payment.

The Dauphin County Office of Tax Assessment reported a Change of Assessment for 548 North Third Street.

The following comments were received from members of the public:

Cheryl Powell – 321 Lebanon Street, asked if the activities of the proposed summer program will occur at the high school. Ms. Hodge responded that the activities will occur in Steelton. Ms. Powell stated that she has spoken with skateboarders in her neighborhood who told her the Skate Park was too far away. Her concern was that activities be located in different Borough areas to get the maximum number of children to participate.

Mr. Emuel Powell – 321 Lebanon Street, asked Mr. Wion to clarify statements made at the last meeting regarding the ownership of unused streets. Mr. Wion explained that the Borough is laid out in streets. Some of them have never been used as thoroughfares or had any public use. Those streets are then owned by persons owning the adjacent properties. The property owners on both sides of the unused street own half of that street. It rests with the property owners to determine the dividing line. Mr. Powell clarified that the Borough has nothing to do with those streets. Mr. Wion answered in the affirmative.

Ryan Maxwell – 422 Cameron Street, asked when the Council will resume in-person meetings. Ms. Hodge responded that concern about the Covid-19 virus continues to make it a difficult decision to make. Ms. Shambaugh stated 6 ft. distancing in the public section of Council Chambers is possible. However, it is not possible to do so in the Council sitting area. Council members will determine if half physically attend the meeting and half participate by video conference. However, it will take some time to develop an acceptable, workable plan.

Council members and staff expressed the following concerns:

Ms. Drayton- Bowers stated she received a text asking the Borough to donate water to the Steelton-Highspire United Father's Day event scheduled for June 20, 2021. The group is asking that donations be received by June 10, 2021. ***Moved by Ms. House and seconded by Mr. Krovic that Steelton Borough donate no more than \$100.00 toward the purchase of water for the SHU Father's Day event scheduled for June 20, 2021. Motion passed unanimously.*** Ms. Bowers stated that she would make the purchase.

Chief Minium asked to have a copy of the new Ordinance as soon as possible so he can present it to the Magistrate Judge.

Mr. Wion stated that the Penn letter should be sent to the committee asking for a letter to make a joint permit with Susquehanna.

Ms. Woods reminded persons of the May 23, 2021, 6:00 p.m. Graduation Procession. She also thanked persons for attending the meeting.


Mr. Krovic, Ms. House, Ms. Shambaugh, Mr. Curry, and Ms. Leggett-Robinson had no comments.

Ms. Hodge thanked persons for attending the meeting, noting that May 18, 2021, is Election Day. She said she was pleased that the Council continued to work and work together on the issues during the tough time created by the pandemic. She thanked everyone for their hard work.

There was no executive session or other business handled by the Council.

Moved by Ms. Woods and seconded by Mr. Krovic, the Steelton Borough Council Meeting adjourns at 7:47 p.m. Motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

Steelton Borough Council Meeting Agenda
June 6, 2021

President Proctor	Opening of Council Meeting and Roll Call
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Approval of minutes from the last meeting:	May 17, 2021
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Public Comments for Agenda Items Only:

Presentations:

Angela Garrison	Buchart Horn Architects – feasibility study regarding old building vs new building.
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Mr. Randy Watts, Engineer, HRG	May, 2021 Engineer’s Report.
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Action Items:

Approval of Concrete/Rock Crushing proposal from B.R. Kreider & Sons, Inc. not exceed \$14,025.00

Approval of Engineer’s Report.

Unfinished Business:

Mr. Segina	Reconciliation of \$ 500.00 Roller Education Donation approved at the 03-22.21 Meeting.
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Ms. Shambaugh	Update on Plumbing Issues and Building Repair.
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Ms. Woods/Ms. House	Discussion and Action on Partnership with Steelton-Highspire School District Summer Parks & Recreation Program.
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Ms. House	Approval to Purchase Helmets for the Midget Football Team for \$2,000.00.
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New Business:

Ms. Shambaugh	Approval to accept \$136,918.00 Recycling Development and Implementation Grant from the PA Department of Environmental Protection.
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Ms. Shambaugh	Approval to pay \$5,451.20 invoice from E. K. Services, Inc. for emergency repair of sink hole at 721 North Second Street.
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Chief Minium	Approval to reserve a special parking space at 145 Frank Brown Blvd.
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Correspondence:

Community Life Team Report, Inc.	April 2021 Ambulance Service Report.
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Harsbro Corporation	Notice of submission of State Only Permit Renewal Application to DEP.
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HRG	Notice of Steelton Borough application to DEP for Water Quality Management Part II Permit for Hoffer Street Pump Station Improvement Project.
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Dauphin County Board of Assessment Appeals	Notice of reduced value on Borough owned property located at S. Front Street, Parcel # 57-007-021-000-0000 effective 5/13/2021.
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Public Comments:

Council & Staff Concerns:

Executive Session:	Requested.
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Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

June 7, 2021

Present:

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

Maria Marcinko
Anne Shambaugh
Dave Wion, Solicitor
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.

Absent with cause: William Krovic

As a precaution, due to Covid-19, the Steelton Borough Council meeting was held by video/telephone conference. President Proctor opened the meeting at 6:30 p.m. Ms. Shambaugh called the roll, and persons present noted. Ms. Marcinko led the group in a moment of silence, lifting Mr. Jones as he continues to mourn the loss of his brother.

Motion by Mr. Jones, second by Ms. Woods, to approve the May 17, 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.

Presentations:

Angela Garrison and Scott Loerchor from Buchart Horn Architects attended the meeting to present information about their company. The company is available to conduct a feasibility study for the renovation of a Franklin Douglas Municipal Building.

Mr. Randy Watts, Engineer from HRG, presented the May 2021 Engineer's Report making the following points:

- ❖ Skate Park Phase II Project – work to complete the project began June 1, 2021, and should be completed by July 16, 2021.
- ❖ Hoffer Street Pump Station Improvements – the focus of the project is to complete the design work requiring DEP permitting.
- ❖ 101 Locust Street Retaining Wall Project – the field survey of the property was completed on May 25, 2021. Base mapping is expected to be completed by June 8, 2021, with the design development begins when the mapping is finalized. Mr. Watts assured President Proctor the project will be completed before the December 31, 2021 deadline for funding availability.

- ❖ Demolition of 158 and 158 ½ Daron Alley – Neither Ms. Shambaugh nor Mr. Wion has received responses from the Dauphin County Land Bank or Dauphin County regarding the properties. Mr. Wion reported that since he has not heard from the County, he has initiated a title search on the property. He noted that there may be some issues with the title since it was sold and re-sold through Sheriff's sales. The recommendation is the Land Bank and the Borough each have their properties demolished. HRG plans to complete bidding drawings and specifications for presentation to the Council's June 21, 2021 meeting.
- ❖ Front Street Storm Sewer Relocation Project – permanent paving on Locust & Trewick Streets is completed. Mr. Watts believes the concrete/stone crushing cost should be shared between Steel Works and the Borough.
- ❖ The Impervious Area Mapping Project was completed on June 3, 2021. Now the Borough can develop the Storm Water Plan.
- ❖ T.R. Stoner Municipal Park Basketball Post Replacement Project, including patching around the post, is scheduled for completion the week of June 7, 2021.
- ❖ Bailey Park Fitness Equipment Installation – work began June 7, 2021. The result should be completed within a week.

Mr. Watts explained that he reviewed three bids for concrete/rock crushing. The bids presented were for \$ 33,000.00, \$25,000.00, and not to exceed \$14,024.00. Mr. Watts requested acceptance of the lowest bid, which was B.R. Kreider & Sons, Inc. Mr. Segina noted the company can only crush materials under 18 inches. He asked Mr. Watts if there were pieces larger than 18 inches. Mr. Watts stated that materials larger than 18 inches were in the pile. He asked if the Public Works Department would ensure the pieces do not exceed 18- inches. It was noted that the Public Department will make sure the requirements are met. ***Moved by Mr. Segina and seconded by Mr. Jones to accept the B. R. Kreider & Sons bid for concrete/rock crushing in an amount not to exceed \$14,025.00. Motion passed unanimously.***

Moved by Mr. Segina and seconded by Ms. Hodge to approve May 2021, Engineer's Report. Motion passed unanimously.

Unfinished Business:

At the March 22, 2021 meeting, Council approved giving a donation to Roller Education to support the Steelton Highspire School incentive program. Since it was an unbudgeted item, Mr. Segina was to look at the budget to determine where to get funds for donation. Ms. Hodge asked about the inconsistency in using public funds to support private sector donations. She said someone had expressed concern about the issue earlier in the week. ***Moved by Mr. Segina and seconded by Mr. Jones that the \$ 500.00 donation to Roller Education Donation should come from the Public Works Director line item since the item has not been fully used and funds are available. Motion passed unanimously.***

Ms. Shambaugh provided an update on the water problem in the Municipal Building. The plumber was to test the steam line to determine where the line was broken. When he got into the crawl space, he discovered a break, and an emergency repair was required. The plumber also noticed there were termites in the subflooring. Terminix was called, and an assessment is scheduled for June 8, 2021. She has notified the claim adjuster of the additional findings to ensure the insurance covers all necessary repairs. Testing the steam line requires the boiler to be pushed to maximum capacity, at which time staff cannot be in the building. Ms. Shambaugh will keep the body informed as she gets new information.

Ms. Woods discussed the possible partnership with the School District for a Summer Parks & Recreation Program. The Finance Committee determined that it could fund the position for the rest of this year; however, funding may not be available next year. Therefore the Committee asked if the decision could be deferred until a later time. In the meanwhile, they wondered if Tyler could look for grants to support the position. Points discussed 1) regarding the funding of the post on an annual basis 2) whether or not the person would be a school district employee 3) conflict because the schools are located in another township, and 4) what should be included in the Memorandum of Understanding. It was concluded that more dialogue between the school and the Borough is required before a decision can be made.

Moved by Ms. House and seconded by Mr. Segina Council approve the purchase of helmets for the Midget Football Team for \$2,000.00. There was discussion regarding who should actually receive the payment since the program was not set up yet. No vote was taken on the motion.

New Business:

Ms. Shambaugh requested Council approve receipt of a grant. ***Moved by Ms. Hodge, seconded by Ms. House, the Council accepts a \$136,918.00 Recycling Development and Implementation Grant from the PA Department of Environmental Protection. Motion passed unanimously.***

Ms. Shambaugh requested Council approve an invoice for the emergency repair of a sinkhole. ***Moved by Mr. Segina, seconded by Mr. Jones Council approve payment of \$5,451.20 to E. K. Services, Inc. for emergency repair of a sinkhole at 721 North Second Street. Motion passed unanimously.***

Chief Minium presented a traffic study recommending Council approve a Special Purpose Parking Permit. ***Moved by Mr. Jones, seconded by Ms. Woods that a Special Purpose Parking Permit is established for the new convenience store located at 145 Frank Brown Boulevard. Motion approved unanimously.***

Correspondence:

Community Life Team Report, Inc. submitted the April 2021 Ambulance Service Report.

The Harsbro Corporation sent a Notice of Submission of State Only Permit Renewal Application to the Department of Environmental Protection.

HRG showed that the Borough's application to DEP for Water Quality Management Part II Permit for Hoffer Street Pump Station Improvement Project has been submitted.

The Dauphin County Board of Assessment Appeals sent notice of reduced value on Borough-owned property located at S. Front Street, Parcel # 57-007-021-000-0000, effective 5/13/2021.

Public Comments:

Ciera Dent, 351 Swatara Street – Ms. Dent proposed starting "*Fridays on Front Street*," which will bring attention to businesses on Front Street. The companies could operate on the sidewalk. The program will be similar to and supported by the people who sponsored the *Small Business Saturdays* project in Harrisburg. Ms. Dent would like the project to begin in July.

Emuel Powell, 321 Lebanon Street – Mr. Powell again asked for a stop sign on Lebanon and Lincoln Streets. Chief Minium reminded him that the law prohibits the use of stop signs to slow traffic. Mr. Powell asked when the yellow lines showing no parking areas will be refreshed as promised. Mr. Proctor assured him that the lines will be repainted soon.

Council & Staff Concerns:

Mr. Jones thanked Council and others for their expressions of sympathy at the loss of his brother.

Ms. Shambaugh announced that she received a request from Nichole Williams to use the East End Park. ***Moved by Mr. Jones, seconded by Mr. Segina that the East End Park be approved for a July 4th Family Gathering from 1:00 – 4:00 p.m. Motion unanimously approved.***

Ms. Drayton Bowers expressed her frustration and disappointment that a Councilperson stopped the Borough from supporting a former Borough staff member with financial help to pay for funeral expenses. The person lost a child. Ms. Drayton Bowers stated the loss and need to provide support was personal because she lost a child and understood the pain the family was suffering. The Police Department made a donation from their Memorial Fund, and she personally made a donation. Mayor Marcinko suggested Council members make a contribution to a Memorial Fund each pay period. The assistance could be used to help the Borough staff during periods of grief. She stated that previous councils did so in the past, as does the current Police Department.

Ms. House thanked persons for helping with the tournament held on June 6, 2021.

Ms. Hodge spoke in support of the Mayor's suggestion for the establishment of a Memorial Fund. She stated that the Council does many things for many people but needs to stop picking and choosing who it does something for.

Mr. Segina said he did not think Council should be using taxpayer money for funerals. He said he volunteered to write a check to be used as a donation.

Mr. Proctor announced the Council is holding a fundraiser at the Sunset Golf Course

August 21, 2021. The event is to raise money for Steelton Fest. In addition to the golf tournament, there will be dinner and a show. Tickets will be available soon. He said that he and Mr. Krovic discussed ideas to find more parking spaces for residents. One idea they discussed was paving vacant Borough properties for use as park lots. He also discussed the possibility of placing portable basketball goals at Mohn Street Park. There was a discussion of possibly using greenspace for additional mobile basketball courts.

Mr. Wion, Mr. Curry, Chief Minium, Ms. Marcinko, Ms. Woods, Mr. Miller, nor Chief Vance had comments or concerns.

Ms. Leggett-Robinson thanked Council for the opportunity to work with them. She stated that she learned a lot and observed a lot in the five years she has worked with the Borough. Ms. Leggett-Robinson offered to conduct a refresher training workshop for Council members. Her parting words of wisdom were, "a house divided against itself cannot stand." Ms. Hodge and Mr. Wion both commented on the quality of her work and wished her the best.

Moved by Mr. Jones and seconded by Ms. Hodge, Council moved into Executive Session at 8:15 p.m.

Council resumed the public session at 10:01 p.m.

Motion made by Ms. Hodge, seconded by Ms. House, to make a conditional offer of employment to Officer Salazar at a starting salary of \$67,754. The offer is conditional until all medical and psychological examinations have been completed. Motion passed unanimously.

Motion made by Ms. House, seconded by Ms. Hodge, to extend an offer to Ja'Nye Chisholm for a highway laborer position at the salary of \$15.00 an hour with the requirement he secures his CDL license within a year. Motion passed unanimously.

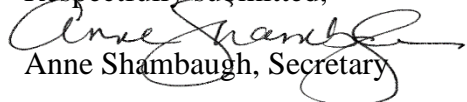
Motion made by Ms. House, seconded by Ms. Woods, extends an offer to Andrea Thorn for the Codes/Planning Administrative Assistant position at the salary of \$14.00/hour. Motion passed unanimously.

Motion made by Ms. Segina, seconded by Ms. House, to provide a \$2,000 donation to the Recreation League to purchase midget football helmets. The payment will be made from the Steelton Fest 2021 line item within the General Fund budget. Motion passed unanimously.

Motion made by Ms. Hodge, seconded by Ms. Woods, to approve a not-to-exceed limit on a Workers' Compensation Claim for Mr. Troy Ellhaj from 2002 and 2012 of \$12,500.00. Motion passed unanimously.

Motion to adjourn made by Mr. Segina, seconded by Ms. House at 10:09 p.m. Motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

June 28, 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: June 7, 2021

Public Comments on Agenda Items Only

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

Department & Committee Reports:

Fire Department and Ambulance

Police Department

Codes Department

Public Works Department

Parks and Recreation Committee

Proposal to Partner with Steelton Highspire School District for Recreation Programs

NEDC Committee

Stormwater Committee

Mayor's Report

Borough Manager's Report

Approval of Department/Committee Reports

Presentations:

Shawn Gold

Mardi Gras in July

Justin Kuhn

Integrated Development Partners Apartment Design

Unfinished Business:

Mr. Wion

Approval of Resolution 2021-R-7 Special Parking Permit at
145 & 147
Frank S. Brown Boulevard.

New Business:

Ms. Shambaugh

Approval to honor request by Dauphin County Land Bank
Authority to exonerate 2020 taxes for 546 & 548 North
Third
Street.

Mr. Jones

Discussion of \$2,000.00 donation to Steelton Youth
Wrestling Team.

Mr. Wion

Resolution 2021-R-8 Written Business Integrity Policy
which includes the Commonwealth Contractor Integrity
Provisions.

Correspondence:

Public Comments:

Council & Staff Concerns:

Executive Session:

Requested by Mr. Wion

STEELTON BOROUGH COUNCIL MEETING MINUTES

June 28, 2021

Present:

Brian Proctor, President
Mike Segina, Vice President
William Jones
William Krovic

Maria Marcinko, Mayor
Anne Shambaugh, Borough Manager
Dave Wion, Solicitor
Gene Vance, Fire Chief
Renee Drayton Bowers, Exec. Asst.
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Keontay Hodge, Denae House, Natasha Woods, Anthony Minium, Aaron Curry, and Keith Miller.

As a precaution, due to Covid-19, the Steelton Borough Council meeting was held by video/telephone conference. President Proctor opened the meeting at 6:30 pm. The roll was called, and persons present noted. Messieurs Proctor, Segina, and Krovic were present. Mr. Jones was on the call but could not be heard by those on the call. At Mr. Wion's instruction, the meeting was delayed until Mr. Jones could fully participate in the discussion. Mr. Jones came online. Mr. Proctor called the meeting to order at 6:37 pm. Ms. Marcinko led the group in a moment of silence, with particular concerns for the family of Mr. Ray Spencer.

Motion by Mr. Jones, second by Mr. Krovic, to approve the June 7, 2021, Council Meeting Minutes. Motion passed unanimously.

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

Moved by Mr. Krovic and seconded by Mr. Segina, that the schedule of billing, requisitions, and change orders for May 2021 be approved. The motion passed unanimously.

Department & Committee Reports:

Fire Department and Ambulance – Written Report filed.

Police Department – Written Report filed.

In the absence of Chief Minium, the Mayor reported that the Chicken BBQ was successful. The Mayor said the department has vacancies. She requested Council consider hiring Officer Salazar, although she will not complete the psychological examination until July 2, 2021.

Codes Department – Written Report filed.

Ms. Shambaugh reported that there have been several complaints about businesses. Codes Department staff are working to resolve the problems.

Mayor Marcinko reported that she received a call from Martha Iskrick regarding overgrowth in the alley behind her home. She, Mike Whittaker, and Ms. Iskrick

held a teleconference to discuss the problem. The Borough maintained the alley behind 329 Locust Street, which was used as a walking path to the elementary school. As time passed, the maintenance stopped. Now, the area is so overgrown that Ms. Iskric cannot access her backyard. The dense condition also raises concerns about emergency access. Ms. Shambaugh noted that it is a “paper alley” thus should be maintained by the property owners adjacent to the alley. The Mayor recommended the residents be informed that they are responsible for the alley. Mr. Proctor stated that the immediate problem should be solved. Ms. Shambaugh agreed to have public works staff cut the alley.

Public Works Department – A written report was filed.

Parks and Recreation Committee – No report.

NEDC Committee –

Ms. Shambaugh noted that she has been approached by two businesses requesting the Borough’s co-sponsorship for Gambling Grant Funds. She informed them that they must present their request to the Committee before presentation to the Council. There was a discussion about the rules in place for organizations seeking co-sponsorship. Mr. Proctor also mentioned the possibility of ending Borough grant co-sponsorships.

Stormwater Committee –

Mr. Proctor, Ms. Shambaugh, and Ms. Woods participated in a Stormwater meeting. Discussions were held on membership of the Authority and the Stakeholder Committee. A list of persons recommended for participation should be ready for presentation to the Council by the end of July.

Mayor’s Report –

- Ms. Marcinko informed Council that she would like to stop issuing Emergency Declarations at the end of the week. ***Moved by Mr. Segina, seconded by Mr. Krovic that Mayor Marcinko ceases issuing the Declaration of Disaster Emergency effective July 2, 2020. Motion passed unanimously.***
- There are vacancies in the police department. Tests are currently being administered, so potential officers can be recommended for employment.
- She and Chief Minium are scheduled to meet with the new Executive Director of the Housing Authority. They will discuss some issues occurring. She recommended Chief Vance attend the meeting. The new Director is trying to gain information about how the Borough interacts with the Authority. For example, to date, the Borough patrols the developments and provides fire protection.
- An agreement between Teamster 776 and the Borough Police staff is close. She would like to invite Mr. Miller to present and discuss it with the Council. Mr. Proctor informed her that the Collective Bargaining Committee, which comprises the Executive Committee, must review the agreement before

presentation to Council. She said she would arrange a meeting between that body and Mr. Miller.

Borough Manager's Report –

- ✓ Regarding mold remediation in the Borough building
 - She and the insurance adjuster are waiting for a report from a third-party engineer report. The information will help determine how the damage happened. With this knowledge, the adjuster will have written proof that the damage is covered by the insurance.
 - She has received a quote from Service First about resolving the mold issue. Since the company participates in the Co-Stars program, securing another bid is unnecessary. The company can start work in two weeks. They will set up airlock chambers in the detective's office and patrol room. The actual removal of mold will take four days. Waiting for the engineer's report, the contractor's availability and work time will be an additional three weeks. At that time, the building should be safe for persons to enter the building.
- ✓ Since she is obtaining Mr. Proctor's signature on the paperwork, the **Rescue Plan Act (ARPA)** funds application will be filed on June 22, 2021. The grant request is for \$ 600,000.00. Council was reminded that it hired Zelenkofske Axlerod, LLC to administer the program. Note that the guidelines for the grant have not been finalized.
- ✓ Ms. Shambaugh provided Council with a list of outstanding grants.
- ✓ She has received paperwork for the demolition of the property on Daron Alley from the Land Bank. The work will move forward quickly since HRG determined that a portion of the building is not structurally sound.
- ✓ Work with HRG on the Stormwater paperwork is ongoing.
- ✓ She hopes to present the Financial Audit for 2020 at the July meeting.

Moved by Mr. Krovic and seconded by Mr. Jones to approve the Departmental/Committee Reports as presented. Motion passed unanimously.

Presentations:

Shawn Gold presented information about the attractions that will be available at the Mardi Gras in July. In addition, he asked the Borough to contribute toward the event's \$10,000.00 budget.

Justin Kuhn from **Integrated Development Partners** presented a slightly modified Apartment Design for Front Street. He stated that the plans had been reviewed by HRG and all comments addressed. Hopefully, the foundation will be laid in September. They are looking toward opening the facility by Spring 2022. Mr. Wion said the documents looked like a land development plan. The company needs to make the presentations and obtain the approvals as they did with the

initial development plan. Mr. Kuhn stated that he was told that no further actions were necessary since only slight changes were made. Ms. Shambaugh noted that she thought Mr. Curry had discussed the issue with Mr. Wion. Dauphin County informed Mr. Curry that no other reviews were necessary since the original plan was approved. Mr. Kuhn re-stated that Mr. Watts from HRG reviewed the project and given a written response saying they were satisfied with the changes. Mr. Wion requested Ms. Shambaugh facilitate a conversation between him and Mr. Watts. Mr. Kuhn was invited to attend the next Council meeting for further discussion.

Me. Proctor asked if the area between Senior Life Building and the Dollar General was supposed to be a no-parking area. Mr. Kuhn confirmed the no parking status. He stated that as soon as the building overlay is completed, the re-stripping of the curb will be completed. He said that they were waiting for the traffic signal for the Fire House. Mr. Proctor informed Mr. Kuhn that immediate action must be taken for the safety of persons traveling on Front Street at the Fire House. There is a lot of traffic in the area, and if the fire company must make a call, a serious accident could occur. Mr. Proctor asked if a battery-powered blinking light could be placed at that juncture. It was determined that the Public Works Department will make and post No Parking signs. The signs will up until the area is re-stripped, which will be in 8-10 weeks. Mr. Kuhn confirmed that the apartment building will be four stories high and contain 45 apartments that will rent at the market rate.

Unfinished Business:

Mr. Wion presented the Resolution necessary to formalize the Council's decision to allow 15-minute parking in front of a new store on Frank S. Brown Boulevard. ***Moved by Mr. Krovic, seconded by Mr. Jones approval of Resolution 2021-R-7 granting a Special Parking Permit at 145 & 147 Frank S. Brown Boulevard. Motion approved unanimously.***

Mr. Segina remarked that some unfinished business needed to be resolved, citing that no action was completed on the invoice from Acer Pavement. Mr. Jones stated that he would not agree to pay the company until the remedial work was completed. It was noted that Council approved to pay upon receipt of a document detailing when the necessary changes would be redone. Mr. Jones stated that he would agree to make the payment upon receipt of the letter. ***Moved by Mr. Segina, seconded by Mr. Krovic that Acer Pavement would be paid \$8,375.00 when it submits a written document stating when the work on the Bailey Street Park would be revised. Motion passed unanimously.***

New Business:

Ms. Shambaugh presented a request for the dismissal of taxes. Council had approved the release of taxes on this property for 2016-2019. However, the sale of the property was not completed until 2021. ***Moved by Mr. Krovic, seconded by Mr. Segina to approve the dismissal of 2020 taxes for Dauphin County Land Bank Authority property located at 546 & 548 North Third Street. Motion passed unanimously.***

Mr. Jones asked Council to donate \$2,000.00 to the Roller Wrestling Team. The team appreciated the donation Council made two years ago for uniforms. However, the team needs

new uniforms. They would like to purchase two-piece uniforms, which will be appropriate for both genders. The uniforms will be purchased from Youth in Community. This vendor supplies uniforms for most of the PIAA teams. A price of \$ 2,126.60 was quoted. This will cover the purchase of 14 warm-up uniforms and 14 competition uniforms. ***Moved by Mr. Segina, seconded by Mr. Krovic, the Council donates \$1,000.00 to the Roller Wrestling Team toward purchasing uniforms. Motion passed unanimously.*** Mr. Proctor volunteered to assist Mr. Jones in further fundraising. Mr. Jones thanked Council for the donation.

Following the vote, Mr. Segina stated the Council had received several unbudgeted requests for donations. He suggested that persons needing donations make the request before October, when the budgeting process starts. Or, a Committee could submit a dollar amount for contributions that could be budgeted as a line item.

Mr. Wion noted that Council agreed to accept the DEP grant for the recycling. The grant requires the Borough to have a written business integrity policy. The Resolution presented is an adaptation of the Commonwealth Contractor Integrity Provision to be included in the Borough policy. ***Moved by Mr. Jones, seconded by Mr. Krovic to approve Resolution 2021-R-8 Written Business Integrity Policy Which Includes the Commonwealth Contractor Integrity Provisions. Motion passed unanimously.***

No correspondence was presented at this meeting.

Public Comments:

There were no comments from the public, although several persons were present on the call. In addition, Ms. Shambaugh did not receive any form of correspondence that included questions or comments for the Council.

Council & Staff Concerns:

Ms. Leggett-Robinson, Ms. Drayton Bowers, Ms. Shambaugh, and Mr. Krovic expressed no comments or concerns.

Chief Vance said he wanted to place a banner across Front Street. Mr. Wion reminded him that he has to get permission from PennDot since Front Street is a State road. He recommended Chief talk to Chief Minium. Chief Vance also announced that the Fire Department will have a Boot Drive on Front and Swatara Streets from 3:00 – 6:00 pm Friday, July 2, 2021.

Ms. Marcinko encouraged persons to support the Mardi Gras in July, on July 10, 2021. The event is sponsored by Co-Exist Gallery.

Mr. Wion requested an Executive Session to discuss real estate acquisition.

Mr. Jones thanked Shawn Gold and Steelton Highspire United for a wonderful Father's Day Event. Mr. Jones stated that the event served both communities well and indicated more events like this one is needed.

Mr. Segina said that he observed many cars making U-turns on the ramp at the Fire House. He hinted that there needs to be an increased police presence in that area. Finally, he asked persons to remember the Ron Buxton family as they mourn his death. ***Moved by Mr. Segina that the Borough move \$6,000.00 from a line item to a Golf Tournament Fund to be used for marketing the Golf Tournament scheduled for 1:00 pm August 21, 2021, at the Sunset Country Club.*** There was no second to the motion; therefore, the action failed. At Mr. Wion's request, the matter will be discussed in Executive Session.

President Proctor shared his concern about how people handle the heatwave experienced in this area. He suggested people check on those that might be a risk because of the heat. He also verified that the Fire House is available for respite and has water available for those in need.

Moved by Mr. Krovic, seconded by Mr. Segina, Council moves into Executive Session to discuss property acquisition. Motion passed unanimously.

Council resumed regular session at 8:12 pm.

Motion made by Mr. Krovic, seconded by Mr. Jones, to accept the resignation of Police Officer Cody Webster. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Mr. Segina, to approve the hiring of Police Officer Salazar pending a good psychiatric exam result. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mr. Krovic, to pay up to \$6,000 from the Steelton Fest 2021 line item in the General Fund budget toward the Borough's Golf Outing Fundraiser August 21, 2021. A separate line item must be created so all revenues can be kept separate for Steelton Fest 2022. Motion passed unanimously.

At 8:14 pm, Mr. Segina moved, and Mr. Krovic seconded to adjourn the meeting. Motion passed unanimously.

Respectfully Submitted,


Secretary

BOROUGH OF STEELTON – COUNCIL MEETING

July 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: June 28, 2021

Public Comments on Agenda Items Only

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

Department & Committee Reports:

Fire Department and Ambulance

Police Department

Codes Department

Public Works Department

Parks and Recreation Committee

NEDC Committee

Stormwater Committee

Mayor's Report

Borough Manager's Report

Approval of Department/Committee Reports

Presentations:

Mr. Randy Watts, Engineer, HRG June, 2021 Engineer's Report.

Approval of Engineer's Report.

Messers. Justin Bell and Dillon Hess 2020 Audited Financial Statements

Unfinished Business:

Mr. Wion

Approval of Resolution 2021-R-8 Establishing a Special Handicapped Parking Space for Judy Tadych along 612 N Third Street

New Business:

Mr. Wion

Approval of Resolution 2021-R-9 Amending Resolution
2014-R-3 Establishing the Steelton Borough Council Public
Meeting Rules and Regulations to Add an Agenda Section

Mr. Wion

Approval of Ordinance 2021- 2, An Ordinance to Amend the Code of the Borough of Steelton Chapter Special Thereof Entitled “Vehicles and Traffic” To Establish a Parking Time Limited Zone, To Establish Additional Special Purpose Parking Zones and To Eliminate Special Purpose Parking Zones”

Correspondence:

Thank you note from the Crawford Family

WSHO – HARR Susquehanna River Crossing (Swatara Township DCCD #33-21-04)

Sheriff Sale Notification for Properties in which the Borough holds a Lien

Public Comments:

Council & Staff Concerns:

Executive Session:

Personnel Items

STEELTON BOROUGH COUNCIL MEETING MINUTES

July 19, 2021

Present:

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

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

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. Keith Miller, Mayor Marcinko and William Jones were absent with cause.

Motion by Mr. Segina, seconded by Mr. Krovic to approve the June 28, 2021, Council Meeting Minutes as presented. Motion passed unanimously.

Members of the public were present by phone at this time; however, there were no comments, emails, letters, or other correspondence from the public regarding agenda items.

Motion by Mr. Segina, seconded by Ms. Woods, to approve the schedule of billing, requisitions, and change orders as presented for June 2021. Motion passed unanimously.

Ms. Hodge announced that she had joined the call.

Department & Committee Reports:

Fire Department and Ambulance – a written report was provided. Chief Vance stated he spoke to the Borough Manager regarding the new traffic lanes along Front Street and the concern for the engines pulling onto Front Street when responding to a fire.

Police Department – a written report was provided.

Codes Department – a written report was provided. Mr. Curry stated the scheduled Zoning Hearing Board meeting in July was postponed at the request of the applicant. Mr. Curry also discussed the revised report structure noting it now contains additional information. President Proctor thanked Mr. Curry for revising the report and stated he liked the changes made.

Public Works Department – a written report was submitted. Discussion regarding the placement and/or addition of red reflective tape at the intersections of Bailey and Lincoln Streets as well as Daron and Lincoln Streets to help drivers know of the stop signs ahead.

Parks and Recreation Committee – No report

NEDC Committee – No report.

Stormwater Committee – No report.

Mayor's Report – No report.

Borough Manager's Report – Ms. Shambaugh provided an update on the mold remediation being done by Service 1st. She stated the anticipated completion date is this week. She noted once the mold has been remediated, the steam line test will be completed as well as another air test to ensure the air quality has returned to acceptable levels.

Presentation:

Mr. Randy Watts, Engineer from HRG, presented the June 2021 Engineer's Report making the following points:

- ❖ Skate Park Phase II Project – work on Change Order #3 is expected to be completed by August 2, 2021.
- ❖ Hoffer Street Pump Station Improvements – there is a pre-application meeting with PennVest in August 2021 with the application being submitted in November 2021 or January 2022.
- ❖ 101 Locust Street Retaining Wall Project – the bidding documents for the removal of the retaining wall have been completed and request to advertise will be discussed during the action items section of this report.
- ❖ Demolition of 158 and 158 ½ Daron Alley – Neither Ms. Shambaugh nor Mr. Wion has received responses from the Dauphin County Land Bank or Dauphin County regarding the properties.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve the advertisement of the bidding documents for 101 Locust Street Retaining Wall project on July 21, July 29 and August 3 with the bid opening on August 13, 2021. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Invoice 2102 for the amount of \$8,465 for the replacement of Basketball Posts in Third Street Park and Invoice 2103 for the amount of \$3,500 for the Installation of Borough Fitness Equipment at Bailey Street Park from T.R. Stoner . Motion passed unanimously.

Mr. Justin Bell and Mr. Dillon Hess presented the 2020 Audited Financial Statements for review and approval. After a discussion, Mr. Segina requested this be tabled until the August 2, 2021 meeting.

Unfinished Business:

Mr. Wion presented Resolution 2021-R-8 Establishing a Special Handicapped Parking Space for Judy Tadych along 612 N Third Street for consideration and discussion. After a brief discussion, ***motion made by Mr. Segina, seconded by Mr. Krovic, to approved Resolution 2021-R-8. Motion passed unanimously.***

New Business:

Mr. Wion presented Resolution 2021-R-9 Amending Resolution 2014-R-3 Establishing the Steelton Borough Council Public Meeting Rules and Regulations to Add an Agenda Section for consideration and discussion. ***Motion made by Mr. Segina, seconded by Ms. Hodge, to approve Resolution 2021-R-9. Motion passed unanimously.***

Mr. Wion presented Ordinance 2021-2, An Ordinance to Amend the Code of the Borough of Steelton Chapter Special Thereof Entitled “Vehicles and Traffic” To Establish a Parking Time Limited Zone, To Establish Additional Special Purpose Parking Zones and To Eliminate Special Purpose Parking Zones for consideration and discussion. ***Motion made by Mr. Krovic, seconded by Mr. Segina, to approve Ordinance 2021-2. Motion passed unanimously.***

Ms. Shambaugh asked if Mr. Claudie Kenion of Unite Central PA, a non-profit organization could speak since his request to be on the agenda was missed. President Proctor agreed and welcomed Mr. Kenion.

Mr. Kenion requested approval to hold the 2nd Annual Let’s Get Together Back to School Event on Locust Street on August 21, 2021 between 2 pm and 8 pm. After a brief discussion regarding the closure of Locust Street during the event, Council discussed alternate locations.

Motion made by Mr. Segina, seconded by Mr. Krovic, to approve the 2nd Annual Let’s Get Together on August 21, 2021 pending the revised traffic flow. Motion passed unanimously.

Correspondence:

The Crawford Family sent a Thank You Card to the Borough for their kindness and prayers after the passing of Mikey Crawford.

Dauphin County sent notification to the Borough regarding the WSHO-HARR Susquehanna River Crossing.

Dauphin County sent notification of the Upset Tax Sale to be held on July 19, 2021 for delinquent 2018 and 2019 taxes.

Public Comments:

There were none.

Council & Staff Concerns:

Mr. Curry, Mr. Wion, and Ms. Woods, Mr. Krovic, Ms. Hodge and Mr. Segina expressed no concerns.

Chief Vance reiterated the trouble with the new traffic flow on Front Street.

Ms. House stated we are getting ready to go into Executive Session. She stated she has done 16 interviews without the remainder of the committee and hopes there will be support for the practices in the future.

Mr. Proctor stated based on the report given by Ms. Shambaugh regarding the condition of the Borough building, Council should consider hiring Buchart Horn to provide a feasibility study for the building and its use. He also stated the Borough's 1st Annual Golf Tournament has been moved from Saturday August 21 to Thursday August 19, 2021.

Motion made by Mr. Segina, seconded by Mr. Krovic, to move into Executive Session at 7:22 pm. Motion passed unanimously.

Council moved back into regular session at 8:08 p.m.

Motion made by Ms. House, seconded by Mr. Krovic, to make an offer of employment to Nyles Jones as a Public Works Laborer in the Highway Department at the hourly rate of \$15.00 with the understanding a CDL license is required within a year from the date of employment. Motion passed unanimously.

Motion made by Ms. House, seconded by Mr. Krovic, to make an offer of employment to Mike Omanovic as a Public Works Laborer in the Sewer Department at the hourly rate of \$15.00 with the understanding a CDL license is required within a year from the date of employment. Motion passed unanimously.

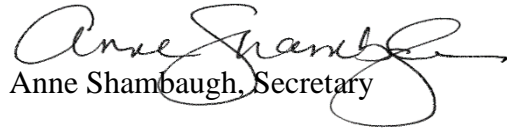
Motion made by Mr. Segina, seconded by Ms. Woods, to provide co-sponsorship to Habitat for Humanity for a 2021-2022 Gaming Grant. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. Hodge, to have K-9 Officer Noro train with Officer Smith. Motion passed unanimously.

Motion made by Ms. House, seconded by Mr. Segina, to make Tyler Vaupel a full-time, non-union employee at an hourly rate of \$18.00 hour with a revised job description and job title. Motion passed unanimously.

Moved by Ms. Hodge, seconded by Mr. Segina, July 19, 2021, Steelton Borough Council Meeting end at 8:22 p.m. The motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

Steelton Borough Council Meeting Agenda
August 2, 2021

President Proctor	Opening of Council Meeting and Roll Call
Approval of minutes from the last meeting:	July 19, 2021
Public Comments for Agenda Items Only:	
Mr. Randy Watts, Engineer, HRG	July, 2021 Engineer's Report. Action Items: Approval of Application for Payment #8 for the Front Street Storm Sewer Realignment Project in the amount of \$92,830.31. Approval to advertise for the Public Bidding for the Demolition of property at 158 and 158.5 Daron Alley. Approval of Engineer's Report.
Unfinished Business:	
Ms. Shambaugh	Update on Building
Mr. Cory Johnson	Presentation of 2020 Audited Financial Statements
New Business:	
Ms. House	Approval of August 7, 2021 12:00 p.m. – 7:00 p.m. Street Closing on Penn between Walnut and Poplar for a Birthday party
Ms. House	Approval of a Birthday Party at the Boat Dock on Sunday, September 12 between 3 pm and 8 pm
Ms. House	Approval for Use of Bailey Street Basketball Park on August 7 and 8 between 10 am and 4 pm for the Battle of the Blacktop 3 v 3 Basketball Tournament
Ms. Shambaugh	Approval to remove the handicap parking space at 742 N 2 nd Street as the new owner of the property does not need the handicap designation

Ms. House

Approval to hold the 7th Annual Painted
Pumpkin contest on Monday, October 25, 2021
from 6 – 8 pm at the Fire Station

Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

August 2, 2021

Present:

Brian Proctor, President
Mike Segina, Vice President
William Jones
William Krovic
Natashia Woods
Maria Marcinko, Mayor

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

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 6:33 p.m. The roll was not called; however, persons present have been noted. Keontay Hodge, Denae House and Renee Bowers were absent with cause.

Motion by Mr. Jones, seconded by Mr. Segina to approve the July 19, 2021, Council Meeting Minutes as presented. Motion passed unanimously.

Members of the public were present by phone at this time; however, there were no comments, emails, letters, or other correspondence from the public regarding agenda items.

Presentation:

Mr. Randy Watts, Engineer from HRG, presented the July 2021 Engineer's Report.

Motion made by Mr. Segina, seconded by Mr. Krovic, to approve the Application for Payment #8 for the Front Street Storm Sewer Realignment project in the amount of \$92,830.31. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mr. Krovic, to authorize the advertisement for the Public Bidding of the Demolition of Property at 158 and 158 ½ Daron Alley. Motion passed unanimously.

President Proctor asked if the bidding documents include a 5% minority participation requirement and Mr. Watts stated they do.

Motion made by Mr. Jones, seconded by Mr. Krovic, to approve the July 2021 Engineer's Report as presented. Motion passed unanimously.

Unfinished Business:

Ms. Shambaugh provided an update on the building. She provided the air quality test to Council which concluded the air quality is better in the building than it is outdoors; however, there is still existence of mold in the Tax Office. Ms. Shambaugh stated she would be receiving a cost estimate to remove the flooring in the tax office and remediate the mold. Mayor Marcinko asked if there was a timeline for getting employees back into the building. Ms. Shambaugh stated although the test showed a positive result, the issue with bringing people back into the building is you don't know how each individual will react until they are exposed which produces a safety concern. The Mayor asked if the Tax Collector could set up some hours at the Fire Station where should can collect tax payments for those residents who do not want to drop their payments into the collection boxes. Ms. Shambaugh stated she would speak to the tax collector regarding this item and coordinate with Chief Vance.

Cory Johnson of Zelenkofske Axelrod, LLC presented the 2020 Audited Financial Statements for review and approval. Mr. Johnson discussed the statements in detail at the July 19 2021 Council meeting; however, a vote was tabled until August 2.

Motion made by Mr. Segina, seconded by Mr. Krovic, to approve and adopt the 2020 Audited Financial Statements as presented by the auditor. Motion passed unanimously.

New Business:

President Proctor presented a request for Penn Street between Walnut and Poplar to be closed on August 7, 2021 between 12pm and 8 pm for a birthday party. ***Motion was made by Mr. Segina, seconded by Mr. Krovic, to approve the street closure. After a brief discussion , the motion passed unanimously.***

President Proctor presented a request for the use of the Steelton Boat Dock September 12 between 3pm and 8 pm for a birthday party. ***Motion made by Mr. Jones, seconded by Mr. Segina, to approve the use of the Boat Dock on September 12, 2021. Motion passed unanimously.***

President Proctor presented a request for the use of Bailey Street Basketball Courts on August 7 and August 8 between 10 am and 4 pm for the Battle of the Blacktop 3 v 3 tournament. ***Motion made by Mr. Krovic, seconded by Mr. Segina, to approve the use of the park.*** After a brief discussion, Mr. Krovic amended his motion to require proof of insurance for the event. ***Motion passed unanimously.***

Ms. Shambaugh presented a request from the homeowner at 742 N 2nd Street to remove the handicapped parking space in front of their home. They recently purchased the house and they are not in need of the designated handicapped space. ***Motion made by Mr. Segina, seconded by Ms. Woods, to approve the removal of the designated handicapped space at 742 N 2nd Street.*** After a brief discussion, Mr. Wion directed Ms. Shambaugh to submit the request for evaluation by the Police Department. ***Motion passed unanimously.***

President Proctor presented a request for Steelton Highspire United to hold their annual Pumpkin Painting contest at the Fire Station on Monday, October 25th between 6 and 8 pm. ***Motion made by Mr. Jones, seconded by Mr. Krovic, to approve the annual Pumpkin Painting contest at the Borough Fire Station.*** After a brief discussion, Mr. Jones amended his motion to include the request for proof of insurance prior to the event. ***Motion passed unanimously.***

President Proctor asked Mr. Jones to discuss requesting proof of insurance on all rentals/reservations for Borough owned properties at the next Parks and Recreation Committee meeting. Mr. Jones stated he would.

Ms. Shambaugh presented a request from the Friendship Fire Company of Bressler to hold an aerial fireworks display on Saturday, August 28 at Cibort Park to commemorate the Fire Company's 100th Anniversary. The request stated the display would be in the same location as the previous fireworks display commemorating Swatara Township's Bicentennial celebration in 1999. President Proctor stated the request was from the Fire Company and not the Club in Bressler. ***Motion made by Mr. Segina, seconded by Mr. Krovic, to approve the request for an Aerial Fireworks Display at Cibort Park August 28, 2021 provide Chief Huggins and Solicitor Wion have an opportunity to discuss the revised state regulations for fireworks. Motion passed 4 – 1 with Mr. Jones assenting.***

Public Comments:

Ryan Maxwell, 422 Cameron Street – Asked about street cleaning and whether or not any thought was given to alternating the weeks in which cleaning was done. Both President Proctor and Chief Minium explained the reasons for the street sweeping and its benefits to the community.

Cheryl Powell, 321 Lebanon Street – Ms. Powell asked about the weeds growing around the storm drains in the Borough. She stated she knows June and July were rainy months but wanted to see whose responsibility it is to clean them. President Proctor instructed her to give Ms. Shambaugh a list of the areas that need to be cleaned.

Ms. Powell also asked if the NEDC committee had made a decision on requiring businesses in the Borough to have a similar façade since 2 businesses are currently painted pea green. Mayor Marcinko offered an explanation; however, President Proctor stated the discussion had originated in an NEDC committee meeting a few years prior. President Proctor instructed her to attend the next NEDC meeting and request clarification and consideration of an “overlay” requirement for aesthetic reasons.

Ryan Maxweel, 422 Cameron Street – asked about National Night Out and if the Borough was participating. Chief Minium stated the Borough generally uses the school; however, with the pandemic we were uncertain the status of using that building. He also stated a lot of equipment that is purchased and/or rented needs to be stored and with the current problems at the Borough Building there was nowhere to store what was needed. He stated with the pandemic a lot of community policing events had to be cancelled but they would resume again in 2022.

Ms. Maxwell asked Ms. Shambaugh if she would put something on the Borough's website and Facebook so residents were aware of the reason.

Council & Staff Concerns:

Ms. Shambaugh, Mr. Curry, Mr. Miller, Mr. Wion, and Ms. Woods, Mr. Krovic, and Mr. Segina expressed no concerns.

Chief Minium requested approval to place jersey barriers at the corner of Lincoln and Harrisburg Streets to reduce the ability to park near the intersection. He stated the barriers would still allow the Fire and other emergency vehicles get through. He stated the cost would be between \$150 and \$300 depending on market cost. ***Motion made by Mr. Segina, seconded by Mr. Krovic, to approve the purchase of the barriers. Motion passed unanimously.***

Mr. Jones stated he was approached by an organization interested in vending at the skate park and would like Borough Council to entertain dialogue in the future on this topic.

Mayor Marcinko stated she is constantly reading about Council and the Borough not doing enough for the children in the community. She stated the Borough has 6 parks and recently, when driving around town, she has noticed how empty those parks are during the day. She suggested they get their children outdoors and use the free parks.

She also stated she spent yesterday [Sunday, August 1] with the Croatian Ambassador at the St. Mary's traditional picnic. She stated he thanked the community for keeping the traditions and invited Steelton to visit him at the Croatian Embassy in Washington DC.

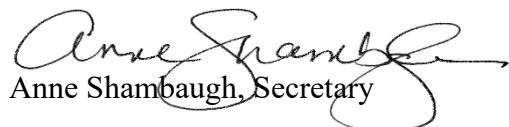
The Historic Society is having a bus tour this Saturday [August 7] through parts of the Borough including the Monumental A.M.E. Church; Rap Dickson's house; the Hygienic Memorial and Riche Field where Rap Dickson played. The Mayor stated she and Reverend Zsonko will be on the bus for the Steelton portions.

President Proctor stated the Borough's 1st Annual Golf Tournament Thursday August 19, 2021 at Sunset Golf Course with tee-off at 8 am and registration at 7 am. He reminded everyone proceeds support Steelton Fest 2022.

President Proctor thanked everyone for coming and told everyone to remain safe and healthy and to say a prayer for our Country.

Moved by Mr. Segina, seconded by Ms. Woods, to adjourn the August 2, 2021, Steelton Borough Council Meeting at 7:12 p.m. The motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

BOROUGH OF STEELTON – COUNCIL MEETING

August 23, 2021

(Rescheduled from 8/16/21)

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 2, 2021

Public Comments on Agenda Items Only

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

Department & Committee Reports:

Fire Department and Ambulance

Police Department

Codes Department

Public Works Department

Parks and Recreation Committee

NEDC Committee

Stormwater Committee

Mayor's Report

Borough Manager's Report

Approval of Department/Committee Reports

Presentations:

Mr. Randy Watts, Engineer, HRG

Action Items:

**Approval of the Management Services Proposal for the
101 Locust Street Building Demolition Project**

Approval of Payment Application 7 in the amount of \$18,736.52 for Phase II of the Skate Park payable to Arment Concrete

Review and approve Bid Results for the 101 Locust Street Retaining Wall project

Unfinished Business:

Mr. Wion

Approval of Resolution 2021-R-10 Removing a Special Handicapped Parking Space at 742 N Second Street

Ms. Shambaugh

Approval of Estimate 21-9001SRTX to remove the flooring and subfloor in the Tax Collector's office to remediate mold beneath the flooring in amount of \$4,753.27

Approval of Estimate 21-9001SRCLN to clean the 1st Floor of the Borough Building after the mold remediation to include ceilings, walls, cabinets, shelves and the lobby floor in the amount of \$11,565.62

Approval of Estimate 21-9001SRRP to repair and replace flooring in the Detective, Patrol and Tax Offices in the Borough Building to include baseboards, crawl space repair and trap door access in the amount of \$29,091.23

Approval of Estimate 21-900SRVNT to add ventilation to the existing crawl space at the Borough Building to prevent additional mold and steam-related issues from occurring in the future in the amount of \$5,301.05

New Business:

Ms. Shambaugh

Approval of the Renewal Letter for Municipal Snow Removal – Agreement # 3900039236 in the amount of \$11580.48

Correspondence:

Hempt Brothers Steelton Quarry – Scott's Hauling and Excavating Notice of DEP General Operating Permit

Notice of a Tax Exemption Recertification Program being explored by the Dauphin County Commissioners

Notice of Change of Assessment for the following properties: 701 N 3rd Street; N 3rd Street L1; N 3rd Street L2

Public Comments:

Council & Staff Concerns:

Executive Session:

Requested

STEELTON BOROUGH COUNCIL MEETING MINUTES

August 23, 2021

Present:

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

Anne Shambaugh.
Dave Wion, Solicitor
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Keith Miller, Public Works Foreman
Renee Drayton Bowers, Exec. Asst.
Randy Watts, Engineer

Due to mold in the Borough building, the Steelton Borough Council meeting was held by video/telephone conference. President Proctor opened the meeting at 6:31 p.m. The roll was called, and persons present noted.

Mr. Wion requested two additional special parking items be added to the Borough's agenda.
Motion made by Mr. Segina, seconded by Ms. Woods. Motion passed unanimously.

President Proctor requested the Brickyard Park item not be added until all members of Council are available.

Motion by Mr. Jones, seconded by Mr. Segina, to approve the August 2, 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.

Moved by Mr. Jones, and seconded by Mr. Krovic, the schedule of billing, requisitions, and change orders for July 2021 be approved. The motion passed unanimously.

Department & Committee Reports:

Fire Department and Ambulance – Written Report filed.

Police Department – Written Report filed.

Codes Department – Written Report filed.

Public Works Department – A written report was filed.

Parks and Recreation Committee – None

NEDC Committee – None

Stormwater Committee – Ms. Woods stated the committee met and scheduled the following meetings:

August 31, 2021 Review of Proposed Storm water Projects
September 14, 2021 Storm Water Committee Meeting
September 15, 2021 Steering Committee Meeting

Mayor's Report – None

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

- ✓ Steam pipe repairs at the Borough building will be completed this week.
- ✓ The 2021-2022 Gaming Grant is due September 1, 2021. Since we were unsuccessful in getting the Greenways and Trails grant we will be submitting a grant in the amount of \$75,000 to complete the Brickyard Park.
- ✓ Liquid Fuels audit had 1 finding. Liquid Fuels funds cannot be co-mingled with general funds. As a result of the finding, all Liquid Fuels checks will be written directly from the Liquid Fuels account.
- ✓ Emergency repair on the sewer main on Walnut Street. 45 feet of main needed to be replaced after a portion of the main line collapsed. EK Services performed the emergency work.

Moved by Ms. House and seconded by Mr. Krovic to approve the Departmental/Committee Reports as presented. Motion passed unanimously.

Engineer's Action Items:

Mr. Watts presented a proposal for project management of the 101 Locust Street demolition project which includes: preparation of the public bidding documents; contract administration; construction observation; project management and asbestos testing. The total cost of the proposal is \$17,215.00. President Proctor stated HRG will be working the Habitat for Humanity to build a home on the property.

Motion made by Mr. Jones, seconded by Ms. Woods, to approve HRG's construction management contract for the 101 Locust Street project in the amount of \$17,215.00. Motion passed 6-1 with Ms. Hodge dissenting.

Mr. Watts presented payment application #8 for the completion of Change Order #3 for the Skate Park Phase II in the amount of \$18,736.52. ***Motion made by Mr. Segina, seconded by Mr. Krovic, to approve payment of application #8 for Phase II of the Skate Park in the amount of \$18,736.52. Motion passed unanimously.***

Mr. Watts presented the bid results for the demolition of 101 Locust Street. The Borough received 1 bid in the amount of \$187,000 from Spotts Bros. Mr. Watts noted the Borough's grant is for \$150,000 with a previous estimate of cost from HRG for \$152,000. Mr. Watts stated there were 2 options:

1. Re-bid the project to get more quotes; or

2. Accept the bid and move forward with construction.

Ms. Hodge asked about the order in which the retaining wall work and the property demolition should be completed. Mr. Watts stated the retaining wall should be completed first then the property demolition.

Motion made by Ms. Hodge, seconded by Mr. Jones, to re-bid the project. After a brief discussion regarding the cost to re-bid the project, Ms. Hodge amended her motion to include the cost of \$2,306.07 to re-advertise the project. Motion passed unanimously.

Mr. Watts discussed the storm water pipe at 4th and P Street near the playground. He stated he met with public works employees on site to reconfigure the 15" storm water pipe down to 6 or 8 inches. Public Works will use a blank metal sign to reduce the size of the pipe which reduce the amount of water flow and pressure during upcoming storms. Mr. Watts stated this change may cause ponding in the park which will subside. Ms. Woods asked if it will cause permanent damage to the park and Mr. Watts stated it should not.

Ms. Hodge confirmed Mr. Miller knew of the project and would be overseeing the work. She requested in the future all members of Council be made aware of projects requested prior to any work or consultation being done.

Unfinished Business:

Mr. Wion presented Resolution 2021-R10 to remove the handicapped parking space at 742 N 2nd Street as requested by the property owner.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve Resolution 2021-R10. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R11 to remove the handicapped parking space at 327 Ridge Street as requested by the property owner.

Motion made by Mr. Jones, seconded by Mr. Segina, to approve Resolution 2021-R11. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R12 to remove the handicapped parking space at 119 Penn Street as requested by the property owner.

Motion made by Mr. Jones, seconded by Ms. House, to approve Resolution 2021-R12. Motion passed unanimously.

New Business:

President Proctor asked Mr. Wion if the Brickyard Park item could be added to the agenda.

Motion made by Mr. Segina, seconded by Mr. Jones, to add the Brickyard Park discussion to the agenda. Motion passed unanimously.

Ms. Shambaugh presented Estimate 21-9001SRTX to remove the flooring and subfloor in the Tax Collector's office to remediate mold beneath the flooring in amount of \$4,753.27. Ms. Shambaugh stated there may be additional mold growth under the subfloor and it was recommended to remediate this area to ensure all mold has been removed from the building for the safety of all employees and residents who enter.

Motion made by Ms. Hodge, seconded by Mr. Jones, to approve Estimate 21-900SRTX in the amount of \$4,753.27. Motion passed unanimously.

Ms. Shambaugh presented Estimate 21-9001SRCLN to clean the 1st Floor of the Borough Building after the mold remediation to include ceilings, walls, cabinets, shelves and the lobby floor in the amount of \$11,565.62.

Motion made by Mr. Jones, seconded by Ms. House, to approve Estimate 21-901SRCLN in the amount of \$11,565.62. Motion passed unanimously.

Ms. Shambaugh presented Estimate 21-9001SRRP to repair and replace flooring in the Detective, Patrol and Tax Offices in the Borough Building to include baseboards, crawl space repair and trap door access in the amount of \$29,091.23.

Motion made by Ms. Hodge, seconded by Mr. Jones, to approve Estimate 21-9001SRRP in the amount of \$29,091.23. Motion passed unanimously.

Ms. Shambaugh presented Estimate 21-900SRVNT to add ventilation to the existing crawl space at the Borough Building to prevent additional mold and steam-related issues from occurring in the future in the amount of \$5,301.05.

Motion made by Mr. Segina, seconded by Ms. Hodge, to approve Estimate 21-9001SRVNT in the amount of \$5,301.05. Motion passed unanimously.

Ms. Shambaugh presented the Annual Snow Removal Agreement between PennDOT and the Borough of Steelton – Agreement 3900039326 in the amount of \$11,580.46. Ms. Shambaugh stated this agreement is for the winter maintenance performed by the Borough on state-owned roads.

Motion made by Ms. House, seconded by Mr. Krovic, to approve Agreement 3900039326 with PennDOT for \$11,580.46.

Public Comment:

Cheryl Powell – 321 Lebanon Street, asked if the snow removal amount was ever not enough to cover the expenses. Ms. Shambaugh explained how PennDOT assigns certain roads with factors and assesses the dollar amounts accordingly.

Ms. Powell asked Ms. Shambaugh if she remembered stating “the air inside the building is better than outside” during a previous meeting and if she could explain the statement. Ms. Shambaugh explained when the air quality testing was performed 4 samples were taken internally and 1 sample was taken from outside the building. She explained when the results came back they showed more mold spores were outside than in the building – thereby making the air quality better inside the building than outside.

Mr. Emuel Powell – 321 Lebanon Street, asked why the tree contractor hired by the Elks was told they did not have to remove the trees from the property. Mr. Powell stated the contractor mentioned someone from the City told them. President Proctor stated Mr. Powell, Mr. Hankerson and he were talking and Mr. Hankerson stated the Codes Department told the Contractor. President Proctor asked Mr. Curry if he made that statement. Mr. Curry stated he had never met Mr. Hankerson and had never made the comment. Mr. Powell stated it was someone from City Council who made the statement not Codes. Ms. Hodge asked if anyone knew who made the comment and who in fact hired the contractor. Mr. Powell stated the Elks did and they were withholding payment until the contractor removed the trees. Ms. Hodge stated that was an appropriate response to the work not being completed.

Ms. Shambaugh presented the new design for the Brickyard Park. Ms. Shambaugh explained a requirement of the C2P2 grant received by the Borough was for Council to approve the design. Since the design was changed due to the relocation of the storm water pipe, it was necessary for Borough Council to approve the new design.

After a brief discussion regarding the need for a new subdivision and land development plan, ***motion made by Ms. Hodge, seconded by Ms. House, to approve the new design for the Brickyard Park. Motion passed unanimously.***

Mr. Segina asked if there was a name for the park. President Proctor stated the park would be named the Emmuel Powell Jr. park at the Brickyard. All members of Council and the Public congratulated Mr. Powell.

Council Concerns:

Ms. House stated she was unaware of the blocks along Lincoln Street and although she spoke to Ms. Shambaugh who explained it, she was wondering if the blocks would be used anywhere else in the Borough because residents are asking about it. Chief Minium stated he presented the idea to Borough Council at the last meeting and it was approved to help deter illegal parking so the Fire Engine could easily make the turns along Lincoln Street.

Mr. Curry stated there is a port-a-john at 420 Lincoln Street and the Codes department is looking into the reason. He stated the Borough Code does allow for this; however, he was trying to determine the reason. Chief Minium requested the information be given to him to ensure there are no children in the house as running water and working sewers are required when children are in the home.

Ms. Hodge thanked the Codes, Public Works and Water Departments for their assistance when she moved. She stated it may appear to residents the employees are not working; however, she assured everyone they are. She mentioned the back to school event and stated we will get through the building issues.

Mr. Segina asked Ms. Shambaugh for the following information:

1. Please send the finance committee a copy of the Liquid Fuels Audit.
2. Please provide an update at the next Borough Council meeting on the hydrants facing the wrong direction at the Steel Works property.
3. Provide an update on the fire hydrant in No Man's Land that has several bollards blocking access to it.
4. Update on the Ordinance for the no-parking areas along Front Street affected by the Steel Works development.

Ms. Shambaugh stated she can provide the information. Mr. Segina stated the next meeting would be fine.

President Proctor stated a few meetings back the following items were requested and he would like an update:

1. Requested an RFP for a basketball court at the open field in back of Mohn Street park.
2. Requested Randy and Anne to provide information on converting Borough-owned property into parking areas. Where are we with these requests?

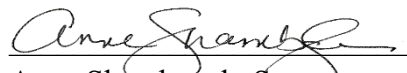
President Proctor stated there were 64 golfers at the Borough's event and 22 hole sponsors. He thanked everyone for participating.

Motion made by Ms. House, seconded by Mr. Segina, to move into Executive Session at 7:46 pm. Motion passed unanimously.

Motion made by Ms. Hodge, seconded by Ms. House, o move back into Public Session at 8:57 pm. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Ms. House to adjourn. Motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

Steelton Borough Council Meeting Agenda
September 20, 2021
IW ABLE HALL

President Proctor

Opening of Council Meeting and Roll Call

Approval of minutes from the last meeting:

August 23, 2021

Public Comments for Agenda Items Only:

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

Department & Committee Reports:

Fire Department and Ambulance

Police Department

Award of the CDBG grant for the Steelton Borough Co-Responder Program

Codes Department

Public Works Department

Parks and Recreation Committee

Gender Reveal, East End Park 12pm – 6pm, September 25, 2021

Birthday Party, East End Park 1pm – 4pm, September 26, 2021

Birthday Party, East End Park 1pm - 6pm, October 2, 2021

NEDC Committee

Storm water Committee

Mayor's Report

Response to Dauphin County Elections Board

Borough Manager's Report

Update from previous Council meeting

Approval of Department/Committee Reports

Mr. Randy Watts, Engineer, HRG

August, 2021 Engineer's Report.

Action Items:

Approval of Change Order #5 for Phase II of the Skate Park for a decrease in the cost of \$1,426.22

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 7th 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 McNees, 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 4th 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 9th to discuss the basics of the budget. He stated the September 23rd meeting is being moved to October 7th to ensure all data is received by staff and included for review. He stated the committee will be meeting October 14th, 21st and on the 28th 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 31st, 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.

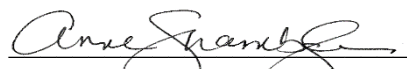
Motion made by Mr. Segina, seconded by Ms. Woods, to move back into Public Session at 8:30 pm. Motion passed unanimously.

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

Steelton Borough Council Meeting Agenda
October 18, 2021
215 S Front Street

President Proctor

Opening of Council Meeting and Roll Call

Approval of minutes from the last meeting:

September 20, 2021

Public Comments for Agenda Items Only:

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

Department & Committee Reports:

Fire Department and Ambulance

Police Department

Codes Department

Public Works Department

Parks and Recreation Committee

NEDC Committee

Storm water Committee

Mayor's Report

Borough Manager's Report

Approval of Department/Committee Reports

Mr. Randy Watts, Engineer, HRG

September 2021 Engineer's Report.

Action Items:

Notice of Intent to Award Contract for the Daron Alley Demolition Project

Approval of Engineer's Report.

Unfinished Business:

Ms. Shambaugh

Building Update

New Business:

Mr. Wion

Approval of Ordinance 2021 - for No Parking along North Front Street associated with the Steel Works Development

Mr. Wion

Approval of Resolution 2021 – R - for a Handicapped Parking Space for Tina Gill

Mr. Wion

Revised Resolution regarding the RACP grant associated with the Steel Works LLC project

Mr. Wion

Resolution 2021 – R – Adopting a Written Business Integrity Policy relating to the RACP grant

Mr. Wion

Acceptance of the Grant Agreement between the Commonwealth of Pennsylvania (Office of the Budget) and the Borough of Steelton for the Redevelopment of the Steel Works Project

Mr. Proctor

Discussion of the Proposal for Engineering Services for the Steel Works Park between Integrated Development Partners and the Borough of Steelton

Ms. Shambaugh

Discussion regarding letter from Gary Lenker and Tri-County HDC, Ltd. Regarding the Frank S. Brown Boulevard Housing Development Project

Chief Minium

Discussion and approval of the Police Contract between TEAMSTERS and the Borough of Steelton

Ms. House

Review proposed dates for upcoming Borough Holiday Events

Ms. Shambaugh

Discussion and approval of Repository Bid
for 160 Conestoga Street

Ms. House

Accept the resignation letter of Keith Miller,
effective October 15, 2021

Correspondence:

Dauphin County Board of Assessment Appeals

Notice of Assessment Appeal Hearing

Public Comments:

Council & Staff Concerns:

Executive Session:

Other Business:

Adjournment:

Requested

DRAFT

STEELTON BOROUGH COUNCIL MEETING MINUTES

October 18, 2021

Present:

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

Anne Shambaugh, Manager
Ryan Gonder, Assistant 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 the Cleveland Cliffs Main Office Building. President Proctor opened the meeting at 6:31 p.m. The roll was not called; however, those in attendance are noted above.

Motion by Mr. Segina, seconded by Ms. Woods, to approve the September 20, 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. Segina, and seconded by Ms. House, to approve the schedule of billing and requisitions for September 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

Mr. Proctor stated he liked the new format of the Codes report as he believes it will help Council members respond to questions from residents.

Public Works Department – Written report provided

Parks and Recreation Committee

Ms. House read the list of upcoming community events hosted by the Borough:
Halloween Drive-Thru Trick of Treat – Fire Station on October 30 1-3 pm
Borough Tree Lighting – December 1 at 6 pm
Santa Run – December 18 between 2 pm and 5 pm

NEDC Committee – None

Storm water Committee – Ms. Woods stated the committee met to discuss a meeting with Cleveland Cliffs. Ms. Woods asked Mr. Proctor if he had any names for a new solicitor

for the Storm Water Authority as the proposed attorney had a conflict of interest. Mr. Proctor stated Ms. Woods and Ms. Shambaugh should meet to discuss alternatives with Mr. Bakure. Mr. Proctor stated Ms. Woods has been working hard on the development of the storm water fee and should be commended for her efforts.

Mayor's Report – The Mayor discussed a new “Responder Program” where a social worker rides with the Officers to assist with any mental health issues encountered. This program will be part-time until the end of the year and full-time beginning January 1, 2022. Chief Minium reminded Council the department had applied and been awarded money for an “Angel Program” but chose to partner with the Dauphin County DA's office for this program. The Mayor stated several officers have paid for assistance for homeless individuals out of their own pocket to ensure they get the correct care or a place to stay which makes the timing of this program perfect.

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

Kline's will be cleaning out the 591 storm drains throughout the Borough over the next several months. She stated they would work one day a week and move systematically through the Borough. She stated CEO would be assisting in removing and replacing the storm grates so the process could move faster. She stated records would be kept of the debris and severity found to ensure those drains that are problematic are attended to first in the future. Once the project is completed, Ms. Shambaugh will work with HRG to develop a program to maintain and routinely clean the drains.

Chief Vance asked if the Fire Department can use the property at 158 Daron Alley for training purposes before it is demolished. Mr. Watts stated he would speak to the contractor to confirm.

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

Engineer's Action Items:

Mr. Watts presented the September 2021 Engineer's report.

Mr. Watts stated there were two (2) bids received for the Daron Alley Demolition project which were received on August 30, 2021. Mr. Watts recommended the Borough issue a Notice of Intent to Award Contract to Ben Washington General Contractors LLC in the amount of \$28,000 contingent upon the receipt of acceptable Performance and Payment Bonds.

Motion made by Mr. Segina, seconded by Ms. Woods, for the Borough to issue a Notice of Intent to Award letter to Ben Washington General Contractors LLC in the amount of \$28,000 contingent upon the receipt of acceptable Performance and Payment Bonds. After a brief discussion, motion passed unanimously.

Mr. Watts stated the retaining wall project at 101 Locust Street has been re-bid with the proposal opening scheduled for October 26 at 1:00 pm. Mr. Watts was asked what HRG's fee for construction management would be and he stated he believed it was \$13,000.

Unfinished Business:

Ms. Shambaugh provided an update on the construction work at the Borough building. She stated the subfloor and new flooring was installed in the patrol office and the asbestos flooring was removed safely from the Tax Collector's office. She stated the subfloor and flooring would be completed in the Detective's office the week of October 25.

Chief Minium stated the shelving unit they ordered was incomplete when it was delivered and has not been assembled in the patrol office yet. He stated once the shelves are installed, the files currently being stored in Chambers will be moved. As such, the patrol office work has not been finished.

New Business:

Mr. Wion presented Ordinance 2021-3 for no parking along North Front Street associated with the Steel Works development to Council for their review and approval.

Motion made by Mr. Segina, seconded by Ms. House, to approve Ordinance 2021-3 for No Parking Along North Front Street as associated with the Steel Works development project. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-15 for the installation of a Handicapped Parking Space for Tina Gill at 341 Lincoln Street.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Resolution 2021-R-15 for the installation of a Handicapped Parking Space at 341 Lincoln Street for Tina Gill. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-16 regarding the release of \$1,500,000 in Redevelopment Assistance Capital Program (RACP) funding for the Steel Works Redevelopment program. Mr. Wion reminded Council, SEDC was originally the grantee with the Borough and Steel Works, LLC as subgrantees. The Office of the Budget requested the Borough, with its taxing authority, be the grantee with Steel Works, LLC as a subgrantee. Mr. Wion stated Borough Council passed Resolution 2020-R-19 changing the host applicant to the Borough and removing SEDC.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Resolution 2021-R-16. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-17 establishing and adopting a written business integrity policy in relation to the Redevelopment Assistance Capital Program (RACP) grant agreement between the Borough of Steelton and the Steel Works redevelopment project.

After a brief discussion, motion made by Mr. Segina, seconded by Ms. House, to approve Resolution 2021-R-17. Motion passed unanimously.

Mr. Wion requested approval of the Contract between the Commonwealth of Pennsylvania (acting through the Office of the Budget) and the Borough of Steelton. He stated the agreement was received September 22, 2021 and must be returned to the Office of the Budget within twenty (20) business days for processing. He stated the Borough just approved two (2) resolutions for this project.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve the Contract between the Commonwealth of Pennsylvania (acting through the Office of the Budget) and the Borough of Steelton for the Steel Works Redevelopment – IDP – Steelton project. Motion passed unanimously.

Mr. Proctor stated the next 2 agenda items would be discussed in Executive Session as they involved potential legal issues.

Chief Minium presented the Contract between TEAMSTERS and the Borough of Steelton for the Police Department effective January 1, 2022 through December 31, 2024. Chief stated there were several meetings to resolve issues within the contract. He stated the union voted and accepted the contract as presented; however, there was an error, which was outlined in a separate email sent to Council on September 18, 2021. He stated the union agreed to sign the contract in good faith that the “error” would be fixed. The Mayor stated if Council does not sign the agreement tonight, the union will seek binding arbitration. Mr. Proctor stated he would like Mr. Miller or Susie Yocum to review the contract a final time. Mr. Proctor asked Ms. Shambaugh to reach out to Mr. Miller and Ms. Yocum to address this issue and be at the next Council meeting.

The Mayor stated both she and the Chief have reached out several times to Mr. Miller and Ms. Yocum and have not received a response. She stated TEAMSTERS also reached out and did not receive a response.

Ms. Hodge stated Mr. Miller wasn’t present for a discussion with Council regarding the contract and Chief Minium sent the email to Council outlining the issue back in September. Mr. Segina stated he would like clarification on the language because it makes sense to him. If the first year is year 0 then the amounts and wages match.

Chief Minium stated the language was discussed and addressed by not changed in the final document.

Mr. Wion stated when a contract of this nature is approved, there should be a resolution passed as well. He prepared a copy of a resolution for review which has been included in your packet.

Motion made by Ms. Hodge to accept the contract between TEAMSTERS and the Borough of Steelton, seconded by Mr. Krovic. After a brief discussion, there was a request from Ms. Hodge for a roll call vote. Mr. Wion stated Council should adopt the resolution he prepared.

Ms. Hodge changed her motion to "Accept the contract with the email attachment describing the language change as adopted by Resolution 2021-R-18," seconded by Mr. Krovic.

Roll call vote:

***Natashia Woods – Yes
Dena House – Yes
Keontay Hodge – Yes***

***William Krovic - Yes
Brian Proctor – No
Mike Segina – No***

Motion passed 4-2.

Ms. Shambaugh presented the Repository bid for 160 Conestoga Street, parcel number 60-005-003, to Borough Council for approval. She stated Dauphin County sent the bid for \$1,200 for approval. Ms. Shambaugh stated Council must either approve or reject the bid.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve the Repository Bid in the amount of \$1,200.00 for 160 Conestoga Street. Motion passed unanimously.

Ms. House presented Keith Miller's letter of resignation for discussion.

Motion made by Ms. Hodge, seconded by Mr. Segina, to accept the resignation of Keith Miller. Motion passed unanimously.

Ms. House presented Samuel Deaner's letter of resignation for discussion. The item was tabled until after Executive Session.

Correspondence:

The following correspondence was provided to Council in their packets:

Dauphin County Board of Assessment Appeals

Notice of Assessment Appeal Hearing

Public Comment:

Lilly Rossi – 157 S 2nd Street, Apartment B, commended the Codes Department for their continued help and assistance in dealing with a property near her home. She stated the property has not been maintained and it is starting to look hazardous. Mr. Curry stated the Codes Department will continue to work with the owner of the property in question. Mr. Proctor stated she should continue to work with Mr. Curry and the Codes Department who will steer her in the right direction. The Mayor asked her to contact the Chief regarding comments made to Ms. Rossi by someone "acting" as the property owner.

Cheryl Powell – 321 Lebanon Street, asked if the painting of the curbs means the Codes department will begin to monitor the parking on the sidewalks and the curbs? Chief Minium stated there are concerns about speed enforcement and complaints about children along Pine Street. He stated he has been working with the Codes Department to fix this issue. Parking on

the sidewalk is not allowed and they will work together to issue a letter between the 2 departments.

Council Concerns:

Chief Minium – stated there is an increase in violent crimes with juveniles in a select area near Bailey Street. Recently, the department has recovered 4 stolen guns and narcotics. The department is working with the Dauphin County Drug Task Force and has reached out to the DA's office for assistance.

Mr. Krovic had no concerns.

Ms. Hodge stated she has many concerns. She requested prayers for Yogi's mother. She stated Bailey Street park needs more lighting for safety. She said there needs to be a community discussion with residents. She stated this is the Steelton Borough Council, not Proctor Borough Council. She noted what is being said privately is not what is being said publicly. She stated she hopes we can all put our egos down for the betterment of the community.

Ms. Woods thanked everyone for coming and wished Keith Miller success in the future.

Ms. House stated she is disturbed about the park at Bailey Street. She stated she knows all of the kids and has tried to help them all. She stated COVID didn't help anyone. She stated there is nothing for the kids to do in this Borough. She stated she will continue to work for the children. She will attempt to take a negative and turn it into a positive. She stated something needs to be done before someone gets hurt. She wished Keith Miller good luck and thanked him for his service.

Mayor Marcinko asked about representation on the LifeTeam Board. She asked Ms. Shambaugh to research and get back to Council. She then read a written statement imploring help at Bailey Street park. The officers are working 12 hour shifts and she has authorized overtime to address the recent issues there. She stated there is no respect for what the police officers do. Are there bad officers? Yes. Are there bad elected officials? Yes. She stated 2 weeks ago a very young person ruined his life and that of his family at the same playground where Council put money for the community to use. Without respect for right or wrong. On Friday's police detail, she witnessed the officers speaking to everyone with respect while those who were spoken to stated they were videotaping the conversations. She stated we all want to live in a safe place. The Borough and the Schools are not failing these kids. We are all charged with keeping everyone in the Borough safe. Be compliant with the law.

Mr. Segina stated the Finance Committee is working on the budget and a copy will be given to Council for the November 1 meeting.

Mr. Proctor thanked everyone for coming and stated it is getting cold outside – wear your jackets.

Mr. Wion and Mr. Gondor did not have any comments.


Motion made by Mr. Segina, seconded by Ms. House, to move into Executive Session at 7:52 pm to discuss personnel and real estate issues. Motion passed unanimously.

Motion made by Mr. Proctor, seconded by Mr. Segina, to move back into Public Session at 8:16 pm. Motion passed unanimously.

Motion made by Ms. House, seconded by Ms. Hodge, to accept the resignation of Samuel Deaner effective immediately. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. Hodge, to adjourn at 8:22 pm. Motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

Steelton Borough Council Agenda
November 1, 2021

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Executive Session: *Requested*

Approval of minutes from the October 18, 2021 meeting

Public Comment on Agenda Items only:

Randy Watts, HRG Engineer

October Engineer's Report

Notice of Intent to Award Contract
for 101 Locust Street Retaining Wall
Project.

Unfinished Business:

Ms. Shambaugh

Building Update

New Business:

Mr. Segina

Review and request to advertise the
2022 proposed General fund
Budget.

Mr. Segina

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.

Ms. Shambaugh

Review and request to advertise the
2021 proposed Liquid Fuels
Fund Budget.

Ms. House

Review and discussion of Contract
between Borough of Steelton and
AFSCME

Ms. House

Review and discussion of open positions in Public Works

Communication:

Tri-County HDC, Ltd

Thank you for the sponsorship of their Golf Tournament.

Dauphin County Gaming Board

Notice of Public Hearing for the Borough's Grant Request

Dauphin County Board of Assessment Appeals

Appeal assessment for 341 S Front Street

Public Comments:

Council Concerns:

Other Business:

Adjournment:

DRAFT

STEELTON BOROUGH COUNCIL MEETING MINUTES

November 1, 2021

Present:

Mike Segina, Vice President
Keontay Hodge, President ProTem
Denaë House
William Jones
William Krovic
Natasha Woods
Maria Marcinko, Mayor

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

Absent with cause: Brian Proctor

Vice President Segina opened the meeting at 6:37 p.m. Roll was not called; however, those present are listed above. BJ Krovic led attendees in the Pledge of Allegiance and Mayor Marcinko led the group in a moment of silence.

Motion made by Ms. Woods, seconded by Mr. Jones, to move into Executive Session. Motion passed unanimously at 6:39 pm.

Motion made by Ms. Hodge, seconded by Ms. House, to move back into Regular Session. Motion passed unanimously at 7:49 pm.

Motion made by Ms. Woods, seconded by Mr. Krovic, to add Resolution 2021-R-19 to the agenda. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Ms. Woods, to add the review of the Lease Agreement between the Housing Authority of Dauphin County and the Borough of Steelton for space in Cole Crest for a Police Department sub-station. Ms. Hodge asked what this was for and Mr. Segina stated it would be discussed later in the meeting, this is only the motion to add it to the agenda for discussion. Motion passed unanimously.

Motion by Mr. Jones, seconded by Mr. Krovic, to approve the October 18, 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.

Presentations:

Mr. Randy Watts, Engineer from HRG, presented the October 2021 Engineer's Report making the following points:

- ❖ Demolition of 158 and 158 ½ Daron Alley – The Borough is currently awaiting the signed contracts as well as the Performance and Payment Bonds from the contractor. Once these documents have been received a pre-demolition meeting will be scheduled.
- ❖ 101 Locust Street Retaining Wall Project – The project was bid a second time with approval from Council. Seven (7) bids were received and opened on October 26, 2021 with proposal costs ranging from \$119,750 to \$262,300. Mr. Watts recommended a Letter of Intent to Award to the low bidder Spotts Brothers in the amount of \$119,750 be sent.

After a brief discussion, ***motion made by Mr. Krovic, seconded by Ms. Hodge, to accept the Proposal response from Spotts Bros. for the 101 Locust Street Retaining Wall project in the amount of \$119,750. After a brief discussion, Mr. Krovic modified his original motion to add “contingent upon the receipt of the appropriate Performance and Payment bonds.” Ms. Hodge agreed to the modification and the motion passed unanimously.***

Mr. Wion asked if Council would go back to the approval of the October 18th minutes. He stated he has two (2) changes. The first being on page 4 to complete the sentence and add, “...the Steel Works Redevelopment - IDP – Steelton Project” and the second being the paragraph with Ms. Hodge stating Mr. Miller “was” present which should be changed to “wasn’t.”

Motion made by Ms. Hodge, seconded by Ms. Woods, to approve the October 18th minutes with the changes provided by Mr. Wion. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Ms. Hodge, to approve the October 2021, Engineer's Report. Motion passed unanimously.

Unfinished Business:

Ms. Shambaugh provided an update on the continued work at the Borough’s municipal building. She stated the final room of flooring was put in and the deep cleaning will be completed the week of November 8. She stated she will work with the Police Chief and CEO to move all files back into the Patrol Room and have Borough Chambers cleaned and sanitized before a Council meeting is held in the building.

New Business:

Ms. Shambaugh presented the proposed 2022 budgets for the General Fund, Sewer Fund, Liquid Fuels Fund and the Capital Improvement Fund.

She provided a brief overview of each subsection of the budgets and noted where increases occurred, specifically in insurance costs for 2022 and where there were decreases based on trends and savings, specifically in the Sewer Fund.

During the General Fund discussion, it was noted Bailey Street Park no longer has a port-a-john. After a brief discussion, ***motion made by Mr. Segina, seconded by Mr. Jones, to add the placement of a new port-a-john at Bailey Street park to the agenda. Motion passed unanimously.***

There was discussion about the need for additional handicapped accessible equipment at the parks. After a brief discussion, the Parks and Recreation Chair agreed to have staff do an assessment of equipment.

The Mayor asked Ms. House if she could research if there is a requirement for port-a-johns at the parks.

Motion made by Ms. Hodge, seconded by Ms. Woods, to take a five minute recess at 9:01 pm. Motion passed unanimously.

Motion made by Ms. Hodge, seconded by Ms. Woods to reconvene the meeting at 9:08 pm. Motion passed unanimously.

Mr. Wion stated the budget must sit in review with the Borough Secretary for 30 days and be advertised not more than 30 days prior to the meeting in which the Budget will be presented for approval. Ms. Hodge asked for the specifics on the dates and Mr. Wion researched Section 1308 of the Borough Code and provided such.

Motion made by Ms. Hodge, seconded by Ms. Woods, to advertise the Proposed 2022 General Fund Budget and place before the public for 30 days. Motion passed unanimously.

Motion made by Ms. Hodge, seconded by Ms. Woods, to advertise the Proposed 2022 Sewer Fund Budget and place before the public for 30 days. Motion passed unanimously.

Motion made by Mr. Krovic, seconded by Mr. Jones, to advertise the Proposed 2022 Capital Improvement Fund Budget and place before the public for 30 days. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Ms. House, to advertise the Proposed 2022 Liquid Fuels Fund Budget and place before the public for 30 days. Motion passed unanimously.

Motion made by Ms. Woods, seconded by Ms. House, to approve Resolution 2021-R-19 which approves the contract between the Borough of Steelton and AFSCME through December 31, 2023. Motion passed unanimously.

Chief Minium presented the Lease Agreement between the Dauphin County Housing Authority and the Borough of Steelton for review. He stated the Police Department will be leasing space in Cole Crest for a sub-station. He stated officers as well as the Community Relations Coordinator will be in the sub-station every day between 8 am and 4:30 pm. In addition, the mental health professional working with the department will also be officed here.

Chief Minium stated the Officers do not trust the municipal building and he looked for a different option to keep them out of the building due to their health concerns.

Motion made by Ms. Hodge, seconded by Ms. House, to accept the Lease Agreement with the Dauphin County Housing Authority beginning November 1, 2021 through December 31, 2022 with a rental fee of \$500 per month. Motion passed unanimously.

Correspondence:

Tri-County Housing Development Authority, Ltd. sent a letter of thanks to the Borough for their support and sponsorship of their Annual Golf Tournament.

Dauphin County sent a Notice of Public Hearing for the Borough's presentation to the Gaming Board for a 2021-2022 Gaming Grant on Monday, November 8 at 5:00 pm.

The Dauphin County Board of Assessment Appeals sent notice of reduced value on property located at 341 S Front Street in relation to the LERTA application filed and accepted.

Public Comments:

Emuel Powell, 321 Lebanon Street – Mr. Powell stated he has a complaint about the trash along several streets in the Borough including Bessemer/Lincoln/Harrisburg. He is also concerned about the amount of trash along Cameron Street in the Borough. He stated 433 Cameron Street is a disgrace to the residents and community of Steelton. Mr. Curry asked Mr. Powell to call him this week and Mr. Curry will review all locations and work with the property owners to alleviate the problems.

Mr. Powell thanked Borough Council for naming the park after him. He stated he was surprised and grateful for the honor.

There was also discussion about the parking at the Elks Lodge and if there were any options to provide relief to the members of the Lodge and the residents who live nearby.

Council & Staff Concerns:

Mr. Krovic wished everyone running in the election tomorrow good luck.

Ms. Woods thanked Ms. Shambaugh, Mr. Segina, Ms. Paul and Ms. House for their hard work on the 2022 Budget. She asked everyone to go out and vote tomorrow!

Mr. Jones wished everyone good luck tomorrow and for those not running to keep up the good work.

Ms. House stated she is still concerned about the traffic at 19th and Harrisburg Streets and will continue to monitor it. She stated Council needs to do something before someone gets hurt. She thanked Ms. Shambaugh for doing the great job she does and has done, not just on the budget but

for everything during the pandemic especially since she was there every day when others were working from home.

Ms. House also thanked Mr. Segina, Ms. Paul and Ms. Shambaugh for the work on the budget. She wished Ms. Woods good luck in the election tomorrow stating she works very hard for the Borough. She also wished Mr. Krovic good luck tomorrow.

Mayor Marcinko stated she is working with Pastor Barkley on an FDA Grant for small cities. She stated she will be unavailable beginning November 15th for 3 weeks on vacation. She stated she would like Council Chambers to be ready and available for the December 6th meeting because she is presenting the Mayor's Award of Valor.

She stated she received some complaints regarding Felton Street and 2nd Street with a heavy sewer odor. She stated this has been happening for years and should have been addressed when the sewer and storm water lines were separated in East End.

The Mayor congratulated the finance committee and Ms. Shambaugh for very diligent and hard work on the budget. She stated no one realizes how hard it is until you are tasked with working on it.

Mr. Jones asked the Mayor can the Police Committee begin meeting since it hasn't met in 2 years.

Ms. Shambaugh thanked everyone for attending the meeting and for the very kind words.

Ms. Hodge stated moving forward, we have good people who run for office and who work here. We, are elected, and our personal issues should not come into play. All should be a complete unit and the community should trust us. She stated she will no longer play along to get along. She stated there is a mass exodus of employees due to the hostile work environment created by certain Council members and some employees. She stated no one else is willing to admit their displeasure at the work environment that has been created.

Ms. Hodge stated she is disappointed in herself for not leading the way she should. She stated she will continue to speak up. She stated if you are not going to vote the way you say and they are not doing something, please don't call me

Ms. Hodge stated Anne and Chief Minium have done a great job. She also thanked Mr. Wion for his commitment and service and welcomed Ryan to the team and Borough.

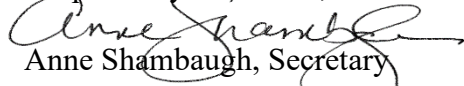
Ms. Hodge thanked Ms. Shambaugh for everything and for continuing to work hard with everything she has had to deal with especially the bias she has faced.

Ms. House thanked Ms. Hodge for everything she said. She stated everything she said is correct. She stated we were voted for the people, by the people. Ms. House told Mr. Krovic, if you come back, you should think hard on it.

Mr. Segina thanked everyone involved in the budget: Anne Shambaugh, Rose Paul, Denae House and Natasha Woods. He thanked Chief Minium for his work on acquiring the space for the substation. He wished all candidates good luck tomorrow.

Motion to adjourn made by Ms. Hodge, seconded by Ms. Woods, at 9:58 p.m. Motion passed unanimously.

Respectfully submitted,


Anne Shambaugh, Secretary

Steelton Borough Council Agenda
November 15, 2021

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from the last meeting: November 1, 2021

Public Comment on Agenda Items only:

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

Approval of Department & Committee Reports:

Fire Department & Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works Department (Written Report)

Parks & Recreation Committee (Oral Report)

NEDC Committee (Oral Report)

Storm water Committee (Oral Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Unfinished Business:

Ms. Shambaugh

Building Update

New Business:

Chief Minium

Discussion and request for approval
for Police Vehicle Purchase

Ms. Shambaugh

Request approval to advertise for the
2022 Supplemental Services
Contract

Ms. Shambaugh

Request approval to pay SEI Invoice

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

November 15, 2021

Present:

Michael Segina, Vice President
Keontay Hodge, President Pro Tem
Danae House
William Jones
William Krovic
Natashia Woods
Dave Wion, Solicitor

Anne Shambaugh, Manager
Ryan Gonder, Assistant Solicitor
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director
Maria Marcinko, Mayor

Vice president Segina opened the meeting at 6:41 p.m. The roll was not called; however, those in attendance are noted above.

Motion by Ms. Hodge, seconded by Mr. Jones, to approve the November 1, 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 Ms. Woods, and seconded by Ms. House, to approve the schedule of billing and requisitions for October 2021. The motion passed unanimously.

Department & Committee Reports:

Fire Department and Ambulance – Written report provided. The Fire Department will begin selling Christmas Trees on Saturday, November 20.

Police Department – Written report provided. Chief Minium stated he received the keys for the substation and is currently waiting for the WIFI to be installed. Chief Minium stated the officers are introducing themselves to the residents as they see them to create a presence in the area.

Codes Department – Written report provided

Public Works Department – Written report provided and Ms. Shambaugh stated a committee meeting is scheduled for Tuesday, November 16 at 5:30 in Council chambers.

Parks and Recreation Committee

Ms. House reminded everyone of the following events:

Borough Tree Lighting – December 2 at 6 pm

Santa Run – December 18 between 2 pm and 5 pm

NEDC Committee – None because the committee has not met

Storm water Committee – Ms. Woods stated the committee continues to meet regularly. She noted the committee is having trouble finding members to serve on Steering Committee.

Mayor's Report – No Report

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

Daron Alley – the Borough is still waiting for the signed contract as well as the Performance and Payment Bonds. Once those are received Mr. Watts will schedule a pre-construction meeting.

Ms. Shambaugh stated there was a question about an odor at near S 2nd and Felton Streets. HRG reviewed the 2012 and 2017 reports previously prepared for Council and did not see anything indicating an issue. Ms. Shambaugh stated Mr. Watts would provide an update at the December 6 meeting.

Ms. Shambaugh stated she presented the Borough's Gaming Grant to the Gaming Committee November 8 and thought it went well.

Ms. Shambaugh asked if she could provide the Building update at this time rather than during "Old Business." Mr. Wion clarified this would be appropriate. She stated: all asbestos has been removed from the crawl space; all mold was removed and remediated in the crawl space, the detective office, the tax office and the patrol office; the new ventilation system has been installed in the crawl space; the new subfloor and flooring have been installed in the tax, detective and patrol offices; a day-long, deep clean of the first floor including air scrubbers and fogging was completed and the Council chambers were fogged and cleaned. As such, the Borough building may be opened to the public effective November 16, 2021.

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

Motion made by Ms. Woods, seconded by Ms. Hodge, to add to the agenda a Presentation by Michael Musser. Motion passed unanimously.

Mr. Musser stated it wasn't a presentation as much as an introduction. He presented Jack Gombach to Council and the community. Jack is the newest Governmental Affairs/Grassroots Consultant to work with the McNees Strategic Group.

Jack is currently the President of the West Reading Borough Council and stated he looks forward to working with the members of Council and the manager to provide guidance as needed. He stated his background is in Main Street and Economic development and is excited to assist the residents of Steelton Borough as projects move forward in 2022.

New Business:

Chief Minium presented quotes to Council for review and approval to purchase two used vehicles for the Police Department. He stated there was \$50,000 in the budget in 2021 that was to be used toward the purchase of a new police vehicle in 2022; however, he was able to find these two vehicles that are a perfect fit for the department. He is currently waiting on the cost to up-fit the one vehicle that does not have a cage and other amenities needed.

The first vehicle is a 2015 Ford Taurus for \$11,844. There is a trade-in value of \$2,000 bringing the total for the vehicle to \$9,844. In addition, a quote from Global Public Safety was provided in the amount of \$5,824.06 for a total of \$15,668.06.

The second vehicle is a 2017 Ford Taurus for \$14,592. There is a trade-in value of \$4,000 bringing the total for the vehicle to \$10,592. A quote from Global Public Safety was provided for review in the amount of \$3,586.71 for a total of \$14,178.71.

After a lengthy discussion regarding the condition of the current vehicles as well as those being purchased, Mr. Wion stated a motion to add the review of Resolutions 2021-R-20 and 2021-R-21 to the agenda would need to be made. At that time, Borough Council could review and vote upon the resolutions as they see appropriate.

Motion made by Mr. Jones, seconded by Ms. Hodge, to add the approval of Resolution 2021-R-20 to the agenda. Motion passed unanimously.

Motion made by Ms. Hodge, seconded by Ms. House, to add the approval of Resolution 2021-R-21 to the agenda. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-20 authorizing the trade-in of the Borough owned 2011 Ford Crown Victoria sedan police interceptor for a 2017 Ford Taurus police interceptor. After a brief discussion, ***motion made by Ms. Hodge, seconded by Mr. Jones, to approve Resolution R-20 approving the purchase of a 2017 Taurus in the amount of \$14,952 provided 2 additional quotes are received. Motion passed unanimously.***

Mr. Wion presented Resolution 2021-R-21 authorizing the trade-in of the Borough owned 2004 Ford Expedition utility vehicle for a 2015 Ford Taurus police interceptor.

Motion made by Ms. Hodge, seconded by Mr. Jones, to approve Resolution R-21 approving the purchase of a 2015 Taurus in the amount of \$11,844 provided 2 additional quotes are received. Motion passed unanimously.

Motion made by Ms. Hodge, seconded by Ms. House to approve the two separate invoices from Global Public Safety to outfit the two vehicles being purchased. Motion passed unanimously.

Ms. Shambaugh presented Council with the draft advertisement and Request for Proposal for the 2022 Supplemental Services contract. She requested Borough Council approve the advertisement for the RFP with the due date of December 13, 2021 for projected presentation to Council and approval to award at the December 20, 2021 Council meeting.

Motion made by Ms. Hodge, seconded by Ms. Woods, to approve the advertisement of the Borough's Request for Proposal for the 2022 Supplemental Services contract. Motion passed unanimously.

Ms. Shambaugh presented an Invoice from Stephensen's Equipment, Inc. (SEI) for repairs to the Paving machine. Ms. Shambaugh explained that normally this type of invoice would not be presented separately; however, Mr. Miller is no longer with the Borough and a Purchase Order was not done for the work. Ms. Shambaugh stated during his exit interview, Mr. Miller stated President Proctor instructed him to take the equipment to SEI for repairs. The invoice notes an estimate was presented but the Borough declined to have the work done.

Mr. Segina asked Ms. Shambaugh to reach out to SEI and get the following information:

of hours of labor spent
Who authorized the work to be done?
Who declined the repairs?

Mr. Segina recommended this item be tabled until Ms. Shambaugh is able to get the answers to these questions.

Public Comment:

Lilly Rossi – 157 S 2nd Street, Apartment B, stated she is looking for Council to tell her who will be held accountable for the trash on the property next to her. She stated she wants to buy the apartments and is concerned about the trash and the dirty needles and other items in the vacant lot. Mr. Curry stated the Codes department works with the owner of the property every year because the leadership of the church and the owner of the property regularly changes. As such, there is always someone new to work with and try to get compliance.

After a brief discussion, the Borough will clean the property and bill the owner for the time and work completed.

Mr. Richard Hankerson – 140 Frank S. Brown Boulevard, stated he is seeking assistance with the parking problem near the Cyrene Elks Lodge. He stated there are now signs in the area where members and visitors used to park to tow vehicles that do not have a parking permit.

Mr. Hankerson produced a letter from then Borough Manager Michael Musser dated August 9, 2006. The letter indicated the Borough would purchase the property, the lot where the residents of the townhomes now park, and the Elks Lodge would be allowed to use it without restriction.

After a lengthy discussion, Mr. Wion stated a restriction was not placed on the deed with the property was developed by the Dauphin County Redevelopment Authority. As such, the Homeowners Association (HOA) can keep the “tow” signs in place.

Borough Council instructed Ms. Shambaugh to reach out to the Redevelopment Authority to discuss the parking situation and the possible use of Borough-owned property at N 2nd and Frank S Brown Boulevard.

[At this time, Ms. Shambaugh stepped away from the meeting to make copies of the letter from Mr. Hankerson. As such, she did not hear all concerns of Council.]

Council Concerns:

Mr. Curry did not have any comments.

Ms. Woods thanked everyone for attending the meeting.

Mr. Jones asked if another air quality test could be done on the building before the Police Officers are brought back into the building.

Mr. Wion and Mr. Gondor did not have any comments.

Executive Session

Motion made by Mr. Jones, seconded by Ms. House, to move into Executive Session at 8:15 pm to discuss personnel and real estate issues. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Ms. Woods, to move back into Public Session at 9:14 pm. Motion passed unanimously.

Motion made by Ms. House, seconded by Mr. Jones, to add James Warren to the agenda. Motion passed unanimously.

Motion made by Ms. House, seconded by Ms. Hodge, to extend an offer of employment to James Warren for a Laborer-General position in the highway department at a starting salary of \$15.00/hour. Motion passed unanimously.

Motion made by Ms. Woods, seconded by Ms. Hodge, to authorize the advertisement of the Public Works Director position. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Ms. Hodge, to add the Property Maintenance position to the agenda. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Ms. Hodge, to authorize the Borough Manager to advertise for the Property Maintenance position at her discretion. Motion passed unanimously.

***Motion made by Ms. Hodge, seconded by Mr. Jones, to adjourn the meeting at 9:19 pm.
Motion passed unanimously.***

Respectfully submitted,

Anne Shambaugh, Secretary

Steelton Borough Council Agenda
December 6, 2021

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Public Comment on Agenda Items only:

Presentation

Mayor's Award of Valor

Randy Watts, HRG Engineer

November Engineer's Report

Approval of Payment #8 to Arment
Concrete in the amount of
\$15,348.94

Unfinished Business:

Ms. Shambaugh

Update on the SEI Invoice to fix the
Paving Equipment

Ms. Shambaugh

Review and discussion of the
Buchart Horn Feasibility Study of
the Frederick S. Douglass Building

New Business:

Mr. Segina

Approval of the 2022 Steelton
Borough Operating Budget –
including General Fund, Capital
Improvement Fund, Liquid Fuels
Fund and Sewer Fund

Mr. Wion

Ordinance 2021 – 4 *Making
Appropriations for the Year 2022*

Mr. Wion	Resolution 2021-R-22 <i>Resolution of the Borough of Steelton Fixing Tax Rate for Fiscal Year 2022</i>
Mr. Wion	Resolution 2021-R-23 <i>Fixing Tax Discounts and Penalties on Tax Rates for the Fiscal Year 2022</i>
Mr. Wion	Resolution 2021-R-24 <i>Establishing Annual Salaries, Hourly Wages and Employee Benefits for Non-Uniform and Non-Union Employees for 2022</i>
Ms. Shambaugh	Approval of 2021 Audit Contract with Zelenkofske Axelrod LLC
Mr. Wion	Approval of Resolution 2021-R-25 <i>Appointing Independent Auditor for Fiscal Year 2021</i>
Chief Minium	Accept the resignation of Gertrude Saunders from the Civil Service Commission for the Borough of Steelton
Chief Minium	Request approval to the Steelton Italian Club to close Chestnut Street from 2 nd Street to River Alley and River Alley at Blackberry Alley just past the club entrance on Saturday, December 12 between 12 pm and 2 pm.

Public Comments:

Council Concerns:

Executive Session:

Ms. House

Review and discussion of Personnel
Items

Chief Minium

Request approval to send conditional
offers to Police Officers included in
the 2022 General Fund Budget

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

December 6, 2021

Present:

Brian Proctor, President
Mike Segina, Vice President
William Jones
Natashia Woods
Maria Marcinko, Mayor
Dave Wion, Solicitor
Ryan Gonder, Asst. Solicitor

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

President Proctor opened the meeting at 6:31 p.m. Roll was not called; however, those present are listed above. Mayor Marcinko led the group in the pledge of allegiance and a moment of silence. Mr. Jones arrived at 6:33 pm.

Mayor Marcinko read into record email correspondence regarding Chief Minium and his dedication to Steelton Borough. The Mayor asked the correspondence be placed in the Chief's personnel file.

Mayor Marcinko presented the following Firefighters with the Mayor's Certificate of Appreciation and Commendation for their selfless actions on Friday, August 6, 2021 during a tragic fire at 441 S Front Street:

Derek Miller
Captain Colton Zalek
Lieutenant Robert Snavelly, Jr.
Battalion Chief Stephen Brubacher II
Deputy Chief Andy Mahalchick
Fire Chief Gene Vance

Mayor Marcinko presented the following Police Officers with the Mayor's Certificate of Appreciation and Commendation for their selfless actions on Friday, August 6, 2021 during a tragic fire at 441 S Front Street:

Art Etnoyer
Cory Allwein
Robert Doll

President Proctor thanked all members of the Fire and Police Departments who received an award for their courage on that fateful night and reminded those in attendance these individuals are special for their willingness to protect and serve others.

Presentations:

Mr. Randy Watts, Engineer from HRG, presented the November 2021 Engineer's Report and asked if a Change Order for the Daron Alley Demolition project could be discussed after his report.

Mr. Watts presented Pay Application #8 for Phase II of the Skate Park to Council for approval. He stated all work at the park has been completed and this is a portion of the withhold on the project. Mr. Jones asked if the playground equipment previously removed from the park would be replaced. Mr. Proctor stated the equipment was supposed to be put back but the parking lot took up a portion of the area. Mr. Segina stated there is a \$50,000 grant from the Giant Company for that project which will be done in 2022.

Motion made by Mr. Jones, seconded by Ms. Woods, to approve Pay Application #8 in the amount of \$15,348.64 to Arment Concrete for Phase II of the Skate Park. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mr. Jones, to add Change Order #1 for the Daron Alley Demolition Project to the agenda. Motion passed unanimously.

Mr. Watts presented Change Order #1 to Council for approval. He stated it extends the substantial completion date to December 31, 2021 and the final completion date to January 7, 2022.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Change Order #1 for the Daron Alley Demolition Project for an extension of time. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve the Daron Alley Demolition contract between Ben Washington and the Borough of Steelton in the amount of \$28,000. 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.

Unfinished Business:

Ms. Shambaugh provided an update on the SEI invoice discussed at the previous Council meeting. She stated she reached out to SEI regarding the work done and requested a copy of the estimate be sent to her for review. To date, she has not received a copy of the estimate.

Mr. Proctor stated Keith Miller called him complaining about the paver not working. Mr. Proctor stated it was a day when Ms. Shambaugh was not in the office. Mr. Proctor told Mr. Miller to take it to SEI and get an estimate to get the paver working. After a brief discussion, Ms. Shambaugh requested approval to pay the invoice in the amount of \$2,815.21.

Mr. Jones asked if the paver was working and Ms. Shambaugh stated it is not. Mr. Jones stated he would like the paver to be fixed so it could be used.

Motion made by Mr. Jones, seconded by Ms. Woods, to have Ms. Shambaugh work with SEI to get an estimate on the cost to repair the paver so it can be used in 2022. Motion passed unanimously.

Ms. Shambaugh presented the Feasibility Study to Council prepared by Buchart Horn. After a brief discussion, Ms. Shambaugh suggested she invite representatives from Buchart Horn to the January 18, 2022 meeting for a full presentation on the study. Borough Council agreed to the suggestion.

New Business:

Mr. Segina presented the 2022 operating budget for approval by Council. He noted taxes were not increased again this year and that sewer rates would remain the same.

Mr. Wion presented Ordinance 2021-4 *Making Appropriations for the Year 2022* for consideration by Council. He explained the ordinance approves the 2022 Budget as presented.

Motion made by Mr. Jones, seconded by Ms. Woods, to approve Ordinance 2021-4. Motion passed unanimously.

Mr. Proctor thanked everyone on the committee for their hard work in preparing the budget for 2022. He stated it is hard work and their efforts were appreciated.

Mr. Wion presented Resolution 2021-R-22 *Resolution of the Borough of Steelton Fixing Tax Rate for Fiscal Year 2022* for consideration by Council. He explained the ordinance fixes the tax rate for 2022 and ties directly into the approved budget.

Motion made by Mr. Jones, seconded by Mr. Segina, to approve Resolution 2021-R-22. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-23 *Resolution of the Borough of Steelton Fixing Tax Discounts and Penalties on Tax Rates for Fiscal Year 2022* for consideration by Council. He explained the ordinance fixes the tax rate discounts for 2022 and ties directly into the approved budget.

Motion made by Ms. Woods, seconded by Mr. Jones, to approve Resolution 2021-R-23. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-24 *Establishing Annual Salaries, Hourly Wages and Employee Benefits for Non-Uniform and Non-Union Employees for 2022* for consideration by Council. He explained these salaries and benefits tie into the approved budget.

Motion made by Ms. Woods, seconded by Mr. Segina, to approve Resolution 2021-R-24. Motion passed unanimously.

Ms. Shambaugh presented a 2021 Audit Contract between Zelekofske Axelrod and the Borough for consideration by Council. Ms. Woods asked if the Borough can put out a Request for Proposal for

auditing services. Mr. Wion stated an independent auditor needs to be appointed by Borough Council prior to December 31, 2021. He stated Borough Council can consider this option for Audit Year 2022.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve the 2021 Audit Contract with Zelenkofske Axelrod in the amount of \$57,470.00. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-25 *Resolution Appointing Independent Auditor for Fiscal Year 2021* for consideration by Council.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Resolution 2021-R-25. Motion passed unanimously.

Chief Minium presented the resignation of Ms. Gertrude Saunders from the Borough's Civil Service Commission effective December 31, 2021. Chief Minium stated there is an alternate who can represent the Commission until another member is officially selected by Borough Council.

Mr. Wion stated the Borough should advertise for applications to participate on the Civil Service Commission. Chief Minium stated he would do so.

Motion made by Mr. Segina, seconded by Ms. Woods, to accept with regret Ms. Saunders resignation from the Civil Service Commission effective December 31, 2021. Motion passed unanimously.

Chief Minium presented a request from the Italian Club to close Chestnut Street from 2nd Street to River Alley and River Alley at Blackberry Alley just past the Club on Sunday December 12 between 12pm and 2pm.

Motion made by Mr. Jones, seconded by Ms. Woods, to approve the request for street closure from the Italian Club. Motion passed unanimously with Mr. Segina abstaining from the vote.

Public Comments:

Emuel Powell, 321 Lebanon Street – Mr. Powell stated Borough Council approved for Public Works to paint curbs but none have been painted in the Borough. He wants to know why.

Several members of Council stated curbs were painted all summer long and continued to be painted until October.

Council & Staff Concerns:

Mr. Curry, Chief Minium and Mr. Wion had no concerns at this time.

Ms. Shambaugh stated UGI will begin the replacement of several lines within the Borough on Wednesday, December 8.

Ms. Woods thanked everyone for attending and thanked the Fire Department and Police Department for their work during the fire in August.

Mr. Jones noted the sign at the back of the building is still showing the Building is closed and asked it to be updated.

Mr. Segina thanked everyone involved in making the Tree Lighting a success.

Mr. Proctor thanked everyone for a successful tree lighting. He stated he heard it was very nice. He thanked everyone for coming and participating in the meeting. He thanked Ms. Woods for attending the ground-breaking ceremony for the Steel Works apartments earlier in the day. He asked Mr. Wion if rent rolls are required for an appraisal. Mr. Wion responded if the appraiser requires it yes. Mr. Proctor asked Ms. Shambaugh to send the appraisals received for the properties along Frank S. Brown Boulevard.

Mayor Marcinko stated it is great to see the Front Street project move forward and thanked Council for not raising taxes.

Motion made by Mr. Segina, seconded by Mr. Jones, to adjourn into Executive Session at 7:29 pm. Motion passed unanimously.

Motion made by Ms. Woods, seconded by Mr. Segina, to return to regular session at 7:47 pm. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. Woods, to provide letters to residents on the December 6, 2021 PA American Water List of Backbilled Accounts to provide a discounted sewer rate of \$5 per 1,000 gallons on the amounts billed by PA American Water with this not to be viewed as an ongoing policy or viewed as a past practice going forward. Motion passed unanimously.

Motion to adjourn made by Mr. Segina, seconded by Mr. Jones, at 7:49p.m. Motion passed unanimously.

Respectfully submitted,

Anne Shambaugh, Secretary