

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