

STEELTON BOROUGH COUNCIL AGENDA

November 21, 2022

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Dent

Council Meeting Roll Call: David Kratzer

Additions to Agenda

Public Comments for Agenda Items Only

Approval of schedule of billing, requisitions, and change orders as presented for: October 2022

Department & Committee Reports – October 2022:

Fire Department and Ambulance (Written Report)
Police Department (Written Report)
Codes Department (Written Report)
Public Works (Oral and Written Statistical Reports)
Parks and Recreation Committee (Oral Report)
NEDC Committee (Oral Report)
Storm Water Committee (Oral Update)
Mayor's Report (Oral Report)
Borough Manager's Report (Oral Report)- Update regarding Storm Water Utility Fee Implementation

Engineer's Action Item:

Yves Pollart, PE

Consider acceptance of the proposal from Emergency Systems Service Company in the amount of \$60,696 for the MTU OnSite Energy Generator (COSTARS Contract #124238) for the Hoffer Street Pumping Station Project.

Consider acceptance of the proposal from Kelso Solutions/George Kelso Company, LLC in the amount of \$43,849 for a Wet Well Mixing System (COSTARS Contract #016-028) for the Hoffer Street Pumping Station Project.

Randy Watts, PE

Discussion regarding Online GIS Implementation Proposal

Discussion regarding Frank S. Brown Parking Lot Paving Project Proposal

Unfinished Business:

David Kratzer

Consider Resolution 2022-R-21—
Dauphin County Regional Water
Resource Enhancement Program

David Kratzer

Consider revised proposal from Higher
Information Group for the Prep,
Scanning, and Indexing of Borough
Records

New Business:

Interim Chief Shaub

Ratify and confirm the acceptance of the
resignation of Officer Adrienne Monroy.

David Kratzer

Acknowledge the retirement of
Rosemarie Paul, Assistant Secretary-
Treasurer, effective December 23, 2022.

David Kratzer

Ratify and confirm the Interim Borough
Manager's request and acceptance of the
3 month extension of time of the grant
termination date for the Borough's
Round 59 PADEP Act 101, Section 902
Grant.

Mike Segina

Approve the 2023 Preliminary Budget
and authorize making the budget
available for public inspection.

Ryan Gonder

Consider Resolution 2022-R-22
implementing the requirements of Act
57 of 2022—Effect of Failure to
Receive Tax Notice

Correspondence:

Public Comments:

Council Concerns:

Executive Session:

Personnel Matters
*It is anticipated that action will be
necessary on items discussed in
Executive Session*

Other Business:

Adjournment:

**STEELTON BOROUGH
COUNCIL MEETING MINUTES**
November 21st, 2022

Present:

Brian Proctor, President
Michael Segina, Vice President
Denae House, Pro Temp
Natashia Woods
Willie Slade
Ciera Dent, Mayor

David Kratzer, Interim Borough Manager
Ryan Gonder, Solicitor
Randy Watts, Engineer, HRG
Aaron Curry, Codes Enforcement Officer
William Shaub, Interim Police Chief

Absent: Keontay Hodge, William Jones

President Proctor opened the meeting at 6:30 p.m. with the Pledge of Allegiance. Mayor Dent led the group in a Moment of Silent Reflection silence.

Roll was not called; however, those in attendance are listed above.

Approval of minutes from the previous meeting:

None

Approval of schedule of billing, requisitions, and change orders as presented for: October 2022:

Motion made by Mr. Segina, seconded by Ms. Woods to approve the schedule of billing, requisitions, and change orders for October 2022. Motion passed unanimously.

Additions to Agenda (if needed):

None

Public Comments on Agenda items only:

None

Department and Committee Reports from October 2022:

Fire Department and Ambulance (Written Report)

Nothing to add.

Police Department (Written Report)

Nothing to add.

Codes Department (Written Report)

Nothing to add.

Public Works (Oral and Written Statistical Reports)

Nothing to add.

Parks and Recreation Committee (Oral Report)

Mrs. House stated that the Christmas Tree Lighting Ceremony would be Tuesday December 6th from 6pm to 8pm. It will be at Borough Hall and in conclusion move to the Firehouse for refreshments. The Santa Truck run would be on December 17th, and a route and schedule will be posted once completed.

NEDC Committee (Oral Report)

Nothing to add.

Storm water Committee (Oral Update)

Ms. Woods stated that the Authority held its first meeting and informed President Proctor that the committee has concluded its work and is no longer required to meet.

Mayor's Report (Oral Report)

Nothing to add.

Borough Managers Report (Oral Report)

Mr. Kratzer provided an updated on the storm water utility fee stating that the fee is projected to start January 1st, 2023 with the first bills arriving to residents in May of 2023.

Engineer Action Items:

Yves Pollart presented to Council for consideration acceptance of the proposal from Emergency Systems Service Company in the amount of \$60,696 for the MTU OnSite Energy Generator (COSTARS Contract #124238) for the Hoffer Street Pumping Station Project. This item would be reimbursed to the Borough through the awarded PennVEST grant upon closing.

Motion made by Mr. Segina, seconded by Ms. Woods to approve the proposal from Emergency Systems Service Company in the amount of \$60,696 for the MTU OnSite Energy Generator (COSTARS Contract #124238) for the Hoffer Street Pumping Station Project . Motion passed unanimously.

Yves Pollart presented to Council for consideration acceptance of the proposal from Kelso Solutions/George Kelso Company, LLC in the amount of \$43,849 for a Wet Well Mixing System (COSTARS Contract #016-028) for the Hoffer Street Pumping Station Project. This item would be reimbursed to the Borough through the awarded PennVEST grant upon closing

Motion made by Mr. Segina, seconded by Mrs. House to approve the proposal from Kelso Solutions/George Kelso Company, LLC in the amount of \$43,849 for a Wet Well Mixing System (COSTARS Contract #016-028) for the Hoffer Street Pumping Station Project. Motion passed unanimously.

Randy Watts presented to Council for discussion and approval a Proposal for an Online GIS Implementation Project. This Online GIS project would allow the Borough Departments to mark

and track map data allowing for accurate and long-term records. Staff would be able to access these in the field from a laptop or mobile device. The proposal presented in in two parts. Implementation at a fee of \$8,300 and a software fee of \$1,650 to ESRI the software vendor.

After discussion, Motion made by Mr. Segina, seconded by Ms. Woods to approve the proposal from HRG in the amount of \$8,300. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mr. Slade to approve the software fee with ESRI in the amount of \$1,650. Motion passed unanimously.

Randy Watts presented to Council for discussion and a Proposal regarding Frank S. Brown Parking Lot Paving Project. Mr. Watts reminded Council of this project funding for this project would be coming from the County as they are controlling the Frank S. Brown Development project. The proposal for Engineering services is \$13,000.

Unfinished Business:

After discussion, Motion made by Mr. Segina, seconded by Ms. Woods to approve the proposal from HRG in the amount of \$13,000. Motion passed unanimously.

Mr. Kratzer presented to Council Resolution 2022-R-21 Dauphin County Regional Water Resource Enhancement Program.

After discussion, Motion made by Mr. Segina, seconded by Ms. Woods to approve Resolution 2022-R-21. Motion passed unanimously.

Mr. Kratzer presented to Council a revised proposal from Higher Information Group for the Prep, Scanning, and Indexing of Borough Records. Mr. Kratzer stated this was a item that was previously voted on by Council but as he has been working on implementing a few items on the proposal needed to be adjusted. The revised proposal in front of Council has been updated and estimated proposal is not to exceed \$10,000.

Motion made by Mr. Segina, seconded by Mrs. House to approve the revised proposal from Higher Information Group for the Prep, Scanning, and Indexing of Borough Records. Motion passed unanimously.

New Business:

Interim Chief Shaub presented Council the ratification and confirm the acceptance of the resignation of Officer Adrienne Monroy effective November 21st, 2022.

Motion made by Mr. Segina, seconded by Ms. Woods to Ratify and accept the resignation of Officer Adrienne Monroy effective November 21st, 2022. Motion passed unanimously.

Mr. Kratzer presented Council with the retirement of Rosemarie Paul, Assistant Secretary-Treasurer, effective December 23, 2022.

Motion made by Mr. Slade, seconded by Ms. Woods to acknowledge the retirement of Rosemarie Paul, Assistant Secretary-Treasurer, effective December 23, 2022. Motion passed unanimously.

Mr. Kratzer presented Council the Interim Borough Manager's request and acceptance of the 3 month extension of time of the grant termination date for the Borough's Round 59 PADEP Act 101, Section 902 Grant.

Motion made by Mr. Segina, seconded by Mrs. House to accept the 3 month extension of time of the grant termination date for the Borough's Round 59 PADEP Act 101, Section 902 Grant. Motion passed unanimously.

Mr. Segina, on behalf of the Finance Committee presented for Approve the 2023 Preliminary Budget and authorize making the budget available for public inspection.

Mr. Segina stated that the 2023 budgets are balanced and will not cause a need for a tax increase in 2023. The 2023 General Fund budget is balanced with \$4,136,075 in revenue and expenses. Revenue consists of a \$250,000 transfer from the Sewer Fund, \$60,150 reimbursement from the stormwater authority, \$120,409 from the GOP 2015 debt service account for utilization on the principal and interest of the front street stormwater line debt service, and \$60,414 from reserves to balance the budget. Expenses consist of \$33,334 in equipment for Public Works as requested and a part time property maintenance officer.

The 2023 Sewer fund budget is balanced with \$2,166,067 in revenue and expenses. Revenue consists of \$84,247 from reserves to pay for repairs at Hofer St. Expenses consist of DCIB debt service and principal payments and \$33,333 in equipment for Public Works as requested.

Motion made by Mr. Segina, seconded by Mrs. House to Approve the 2023 Preliminary Budget and authorize making the budget available for public inspection. Motion passed unanimously.

Mr. Gonder present for Council consideration Resolution 2022-R-22 implementing the requirements of Act 57 of 2022—Effect of Failure to Receive Tax Notice.

Motion made by Mr. Segina, seconded by Mrs. House to Approve Resolution 2022-R-22. Motion passed unanimously.

Correspondence:

None

Public Comments:

Paul Rhonda, 47 S 2nd St – Asked when the minutes would be available on the website. Mr. Proctor stated that they are being worked on and would be available when they have been completed.

Council Concerns:

Mr. Slade

Thanked everyone in attendance.

Ms. Woods

Thanked everyone for coming out.

Mr. Kratzer, Interim Borough Manager

No Concerns.

Mr. Gonder, Solicitor

No Concerns.

Ms. House, Pro Temp

Thanked everyone for coming out.

Ciera Dent, Mayor

Asked to the status of the Borough obtaining a cleaning service for the Municipal Building. Mr. Kratzer responded that it has been discussed in finance and he was working to get a compiled list of services needed provided to get apples to apples quotes from vendors.

Mr. Segina, Vice President

Thanked everyone for coming out.

Mr. Proctor, President

Thanked everyone for coming out.

Executive Session:

Motion made by Mr. Segina, seconded by Ms. Woods to enter Executive session at 7:14pm for personnel reasons. Motion passed unanimously.

Motion made by Mr. Slade, seconded by Mr. Segina to return from Executive session at 8:10pm for personnel reasons. Motion passed unanimously.

Other Business:

Motion made by Ms. Woods, seconded by Mr. Segina to amend the agenda to add the approval of the hiring of staff of the public works position. Motion passed unanimously.

Motion made by Ms. Woods, seconded by Mrs. House to hire both David Mosley and Joshua Brenizerto the Highway Laborer position at a rate of \$17.00 pending background and child clearances checks. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mrs. House to amend the agenda to add the approval of the settlement agreement with Officer Basonic. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mrs. House to approve of the settlement agreement with Officer Basonic. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mr. Slade to amend the agenda to add the acceptance of the Civil Service List as presented. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. Woods to approve the Civil Service List as presented. Motion passed unanimously.

Adjournment:

Motion made by Mr. Segina, seconded by Mr. Slade to adjourn at 8:12 PM. Motion passed unanimously.

Respectfully submitted,
