

**Steelton Borough Council Meeting Agenda  
December 5, 2022**

President Proctor

Opening of Council and Roll Call

**Public Comments for Agenda Items Only**

**Engineer's Report:**

Mr. Randy Watts, Engineer, HRG

November 2022 Engineer's Report

**Unfinished Business:**

**New Business:**

Ryan Gonder

Christian Street-Consider authorizing an Access Agreement to permit PA American Water to perform work within a portion of the Christian Street Right-of Way.

Denae House

PA Fish and Boat Commission's Boating Facility Grant Program-Potential Project at Steelton Boat Launch

Michael Segina

Approval of the 2023 Steelton Borough Operating Budget-Including General Fund, Capital Improvement Fund, Liquid Fuels Fund and Sewer Fund.

Ryan Gonder

Ordinance 2022 – 7 Making Appropriations for the Year 2023

Ryan Gonder

Resolution 2022-R-23 Fixing Tax Rates for Fiscal Year 2023

Ryan Gonder

Resolution 2022-R-24 Fixing Tax Discounts and Penalties on Tax Rates for Fiscal Year 2023

Dave Kratzer

Resolution 2022-R-25 Establishing Annual Salaries, Hourly Rates, and Employee Benefits for Non-Uniform, Non-Union Employees for 2023

Dave Kratzer

Establishing Police Pension Mandatory Member Contributions for 2023

Dave Kratzer	Approval of 2022 Audit Contract with Zelenkofske Axelrod LLC
Dave Kratzer	Resolution 2022-R-27 Appointing Independent Auditor for Fiscal Year 2023
Natashia Woods	Consider authorizing an Engagement Letter with Keystone Municipal Solutions to provide recruitment services for the position of Borough Manger
Michael Segina /Ryan Gonder	Authorize the Borough Solicitor to prepare and advertise an Ordinance updating various sections of the code of Ordinance to provide for the establishment of fees via resolution.

#### **Public Comments**

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

David Kratzer	Consider cancelling the Borough Council Meeting scheduled for December 19 <sup>th</sup> , 2022
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#### **Executive Session:**

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

#### **Adjournment**

**STEELTON BOROUGH  
COUNCIL MEETING MINUTES**  
December 5<sup>th</sup>, 2022

**Present:**

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

David Kratzer, Interim Borough Manager  
Adeolu Bakare, Solicitor  
Randy Watts, Engineer, HRG  
Aaron Curry, Codes Enforcement Officer  
William Shaub, Interim Police Chief  
Gene Vance, Fire Chief  
Tyler Vaupel, Community Relations  
Coordinator (Phone)

**Absent:** Ms. Hodge, Ms. Woods, Mr. Jones.

President Mr. 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.

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

Mayor Dent presented the Community Service Awards. Recipients included: Shirley's Closet and Kenneth Chase.

**Approval of minutes from the previous meeting:**

None

**Additions to Agenda (if needed):**

None:

**Public Comments on Agenda items only:**

A question was asked from the public on where the agendas are. Mr. Kratzer presented the agendas which were not previously laid out and apologies for the oversight.

No additional comments were made.

**Engineer's Report:**

Mr. Randy Watts, Engineer, HRG, presented the November 2022 Engineer's Report.

The Hoffer Street Pump Station project is ongoing, working with COSTARS suppliers and finalizing the bidding documents on that one. The GIS project and the Frank S. Brown Blvd parking lot project are both in the beginning stages. Nothing to report on those. They will be meeting with Borough staff on Thursday to start discussing the Trewick force main replacement project. That is a pre-proposal meeting. Hopefully, in January of 2023, they will present a proposal to do that engineering design work. No questions were asked by Council.

Motion made by Mr. Segina, seconded by Mrs. House, to approve the Engineers report as presented. Motion passed unanimously.

**Unfinished Business:**

None

**New Business:**

Mr. Bakare presented to Council to consider authorizing an Access Agreement to permit PA American Water to perform work within a portion of the Christian Street Right-of Way.

Mr. Bakare has been working with PA American Water regarding a planned improvement project at the water treatment facility, previously the borough's water treatment facility, sold to PA American Water. Agenda initially stated that an access agreement was necessary to perform work within a portion of the Christian street right-of-way, but it is not necessary. There is a process in the Borough Code/internal process that they can submit a permit for a street cut and do the required work within the Public right-of-way. This item does not require action. One note, mentioned by Solicitor Gonder previously. PA American is part of the project, going to be requesting that the Borough vacate a portion of Christian Street, beyond the current fence of the facility. Not an area that is traversed by the traveling public, but one that is still being shown as a public right-of-way. At some point in the future will bring up the formal request. No questions.

Mrs. House presented an idea for a PA Fish and Boat Commission's Boating Facility Grant Program - Potential Project at Steelton Boat Launch. The grant has not been applied for. It is a potential funding opportunity to make improvements to the boat launch. Mrs. House turned the floor over to Mr. Vaupel for further explanation.

Mr. Vaupel stated he has been working with PA Fish and Boat to understand the requirements and how our potential improvements may fit within the funding program. Parks & Rec discussed this issue and met with Public Works to contemplate improvements to the access road, ADA-accessible ramp and pathway, expanding parking, lighting improvements, and localized landscapes. In order for Tyler to move forward, he needs cost estimates by the engineer and conceptual designs. Create general awareness and answer any questions, as there will be costs in preparing the application and engaging HRG. Tyler is on the phone, and not able to attend in person. Proctor asked if it was a match. A 50% match is required, but the Commission may grant a 100% waiver in certain circumstances. Mr. Vaupel spoke to Scott Bollinger, the grant contact, regarding the waiver. The Borough would need to provide cost estimates in order to determine eligibility. The Borough received the go-ahead from Scott regarding our proposed plans.

Proctor asked what the qualifications for the 100% waiver were. Tyler said it is a case-by-case basis determined by the Commission in a personal meeting. Proctor asked if approval will be needed to move forward with the application. It was stated that the application need to be submitted this month. Mr. Kratzer stated there were additional years of funding past this application deadline. Mr. Proctor stated we need to ask HRG what the fee would be to perform

the work needed to meet the application requirements as well as it is not budgeted in 2023. Will come back to the issues in the new year.

No other questions.

Mr. Segina presented for consideration approve of the 2023 Approval of the 2023 Steelton Borough Operating Budget-Including General Fund, Capital Improvement Fund, Liquid Fuels Fund and Sewer Fund which were presented to Council on November 21<sup>st</sup>, 2022 and presented to the public for review by Council on the same day.

***Motion made by Mr. Segina, seconded by Mr. Slade to approve the 2023 Steelton Borough Operating Budget-Including General Fund, Capital Improvement Fund, Liquid Fuels Fund and Sewer Fund Budgets. Motion passed unanimously.***

Mr. Bakare presented Council with Ordinance 2022-7 Making Appropriations for the Year 2023.

***Motion made by Mr. Segina, seconded by Mr. Slade to approve Ordinance 2022-7. Motion passed unanimously.***

Mr. Bakare presented Council with Resolution 2022-R-23 Fixing Tax Rates for Fiscal Year 2023, nothing there were no changes from 2022.

***Motion made by Mr. Segina, seconded by Mrs. House to approve Resolution 2022-R-23. Motion passed unanimously.***

Mr. Bakare presented Council with Resolution 2022-R-24 Fixing Tax Discounts and Penalties on Tax Rates for Fiscal Year 2023, nothing there were no changes from 2022 and that this was advertised as required.

***Motion made by Mr. Segina, seconded by Mr. Slade to approve Resolution 2022-R-24. Motion passed unanimously.***

Mr. Kratzer presented Council with Resolution 2022-R-25 Establishing Annual Salaries, Hourly Rates, and Employee Benefits for Non-Uniform, Non-Union Employees for 2023. Attached to the resolution is a list of non-union, non-uniform employees and their salaries/wages, plus the benefits offered. The salaries of these employees are listed.

Mr. Segina noted that Detective/Interim Shaub listed salary was incorrect. He asked that if this is approved by Council it be done so with the correction and have the Finance Committee to review and sign off of the correction.

***Motion made by Mr. Segina, seconded by Mrs. House to approve Resolution 2022-R-25 with the corrections discussed. Motion passed unanimously.***

Mr. Kratzer presented Council with Resolution 2022-R-26 - Establishing Police Pension Mandatory Member Contributions for 2023. Consistent with the prior year establishes the 5% contributions.

***Motion made by Mr. Slade, seconded by Mrs. House to approve Resolution 2022-R-26. Motion passed unanimously.***

Mr. Kratzer presented Council for approval the 2022 Audit Contract with Zelenkofske Axelrod LLC. To audit the Borough's accounts and prepare financial statements for the year ending Dec 31, 2022. There is an itemization of fees in the proposal, one for the financial audit, one for the DCED compilation, and then there's a fee for a single audit; if required. Triggered by an excess of \$750,000 in federal funding or received that amount in 2022.

Mrs. House asked if we are looking at different contracts for bidding for auditing services.

Mr. Segina stated that the finance committee was to work on that this year but with key staffing losses just prior to the 2023 budgets process, the committee fell behind and was unable to get this completed this year.

***Motion made by Mr. Segina, seconded by Mrs. House to approve the 2022 Audit Contract with Zelenkofske Axelrod LLC. Motion passed unanimously***

Mr. Kratzer presented Council Resolution 2022-R-27 Appointing Independent Auditor for Fiscal Year 2023. A companion piece. Borough Code requires the appointment by resolution. We accepted the proposal. Simply appointing ZA as the independent auditor for the next fiscal year. Memorializing the contract just approved.

***Motion made by Mr. Segina, seconded by Mr. Slade to approve Resolution 2022-R-27. Motion passed unanimously.***

President Mr. Proctor, in Councilwoman's Woods absence, presented for consideration authorizing an Engagement Letter with Keystone Municipal Solutions to provide recruitment services for the position of Borough Manager.

***Motion made by Mr. Segina, seconded by Mr. Slade to approve the Engagement Letter with Keystone Municipal Solutions to provide recruitment services for the position of Borough Manager in the amount of \$9,500. Motion passed unanimously.***

Mr. Segina presented for discussion authorizing the Borough Solicitor to prepare and advertise an Ordinance updating various sections of the code of Ordinance to provide for the establishment of fees via resolution. Included in the packet is the list. Fees are hardcoded in the Borough ordinances. To change them, an amendment to the ordinance must be passed. The update would allow Council to update these fees via resolution in the future with no advertising required. Changes to chapters 24, 69, 94, and the different sections listed. Fees aren't currently changing but would make this process simpler in the future.

Motion made by Mr. Segina, seconded by Mrs. House to authorize the Borough Solicitor to prepare and advertise an Ordinance updating various sections of the code of Ordinance to provide for the establishment of fees via resolution. Motion passed unanimously.

### **Public Comments:**

Paul Rhonda, 47 S 2nd St. Here to address the Sunshine Act, passed by Gov. Wolf in June 2021. Referenced Subsection 702, Paragraph A regarding public meetings & Subsection 709, 2.1 regarding internet posting of the agenda. Questions regarding the posting of this meeting's agenda if it was posted 24 hours prior. The last minutes posted were from July 24. Segina described the location of the agendas on the website's homepage. Asked regarding the approval of minutes posted on the website since July 18. The link to the site went down. Segina fixed a crash on the site. Proctor stated his 2 minutes were up. Rhonda mentioned the first amendment and how his speech has been abridged. 2nd issue is regarding how executive sessions are held. References subsections 704, 703, and 708 C. Proctor stated his 2 minutes was up again.

Mr. Powell, 321 Lebanon St – Asked about attendance requirements for Council members. Segina stated 4 members need to be present. There is no enforcement for absent Council members. State statute and Borough code say that there is no punishment for being absent. He mentioned he does not miss a meeting and that there is some form of corruption. 2nd issue is regarding money, taxes, and fixing the streets. Paint the corners yellow. What are we doing with the money from taxes? Proctor stated that the budget was discussed. Segina explained that approximately \$250,000 will be dedicated to street improvement. Explained the budget breakdown. He asked why it takes so long for police to respond if there are 13 officers. Segina explained how external funding is used. 3rd issue is regarding the Lincoln Street playground. Proctor suggested attending a public works meeting regarding that issue. The next meeting is on the 22nd at 6 PM. Mentioned that 2 minutes is not enough time to get matters solved.

Kevin Gachelin, 109 N 2nd St – Received notice on his car for parking in the lot. Been parking there for 2 years. A police officer cursed at him to not park there. Mentioned he received Borough permission to park there after hours. Mentioned there is not enough parking. Proctor stated that the Mayor will have to decide and will get back to him. 2nd issue was regarding disciplinary action for a Borough staff member. Was told to file a right-to-know regarding an incident involving Anne Shambaugh, former Borough Manager disrespecting him at his property while he was on the phone with the Mayor. Wants to find out what happened.

Eric Weiss, 114 N 2nd. Not enough parking. Raised a safety issue. 2 hidden driveways in the area. Asked for a signage or speed bump in the area. Passed on to the Chief and Mayor.

Betty Floyd, 430 Lincoln St – Wants to know what can be done about the blighted property. A neighbor died a year and a half ago. Nothing has been done since then. Mayor and Codes did nothing and did not call back. Referencing 432 Lincoln. A fire occurred about a year ago. Aaron mentioned that nothing can be done until the dead owner's name is removed. Have to wait until it is on upset sale. She mentioned a potential hoarder or arsonist running her property. Dealing with property rights. Multiple properties in this Borough like this. She asked what can be done.

Steps need to be taken when it transfers ownership. Has to go through the correct legal process. As long as taxes are paid, the property remains there. Nothing can be done.

Proctor pleaded with Mr. Powell not to step up to the podium again.

### **Council Concerns:**

#### ***Mr. Slade***

Appreciates everyone voicing their concerns. Sometimes hands are tied by other forces. Please keep coming.

Mr. Bakare clarified Mr. Gachelin question related to the right to know law question.

#### ***Mrs. House, Pro Temp***

Thanks everyone for coming out. Tree lighting ceremony tomorrow at 6pm, if it rains out it will be at the firehouse.

Mrs. House recognized Mrs. Shirley who thanked everyone for the award that was presented and that the residents of Steelton.

#### ***Ciera Dent, Mayor***

Thanked the attendees. Appreciates residents' concerns. Unfortunately, there are things outside our power to resolve but keep letting us know. Mayor Dent stated as it relates to Mr. Powell's question what the residents can do is use the election to vote in members who will show up.

#### ***David Kratzer, Interim Borough Manager***

No Concerns.

#### ***Adeolu Bakare, Solicitor***

No Concerns.

#### ***Mr. Segina, Vice President***

Thanked staff, department heads and Council for the budget work. The ordinance has a list of appropriations, posted in Patriot News. Available for inspection by the public upstairs. Mr. Kratzer verified it was made available and is available currently for public inspection.

#### ***Mr. Proctor, President***

Thanked attendees for coming out.

### **Executive Session:**

***Motion made by Mr. Segina, seconded by Mr. Slade to enter Executive session at 7:31pm for personnel reasons. Motion passed unanimously.***

*Motion made by Mrs. House, seconded by Mr. Slade to return from Executive session at 8:11pm for personnel reasons. Motion passed unanimously.*

**Other Business:**

*Motion made by Mr. Segina, seconded by Mrs. House to approve the promotion of Officer Martin to Corporal effective January 1<sup>st</sup>, 2023 at a salary of \$92,480. Motion passed unanimously.*

*Motion made by Mr. Slade, seconded by Mrs. House to adjourn at 8:14 PM. Motion passed unanimously.*

Respectfully submitted,

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