

**STEELTON BOROUGH
COUNCIL MEETING MINUTES**

February 21st, 2023

Present:

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

Jack Gombach, Interim Borough Manager
Ryan Gonder, Solicitor
Randy Watts, Engineer, HRG
Aaron Curry, Codes Enforcement Officer
Jeff Baltimore, Public Works Director
William Shaub, Interim Police Chief
Gene Vance, Fire Chief

Absent: Mr. Jones.

President Proctor opened the meeting at 6:32 p.m. with the Pledge of Allegiance. Mayor Dent led the group in a Moment of Silent Reflection.

Motion made by Mr. Segina, seconded by Mr. Slade to recess to perform a public hearing for an application and Request of Steelton Smoke Shop LLC seeking approval of an inter-municipal transfer of a Liquor License (R-10198) from the City of Harrisburg to 107 North Front Street, Borough of Steelton. Motion passed unanimously.

Public Hearing Notice:

Application and Request of Steelton Smoke Shop LLC seeking approval of an inter-municipal transfer of a Liquor License (R-10198) from the City of Harrisburg to 107 North Front Street, Borough of Steelton, PA 17113

The owner of the Steelton Smoke Shop LLC presented his application to Council and asked if there were any questions.

Ms. Woods asked how the establishment ensures that minors are not buying alcohol. The individual stated they scan IDs and that they have cameras. Woods asked if there is an alcohol limit when gambling. They responded with 2-3 drinks. Mayor. Dent asked what security measures will be in place, as there are risks with serving alcohol. The individual stated that they will monitor patrons, cut them off, and kick them out if necessary. Woods asked how many employees are/will be on site. The individual said two.

Motion made by Mr. Segina, seconded by Mr. Slade, to resume the meeting. Motion passed unanimously.

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

Additions to Agenda (if needed):

None

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Public Comments on Agenda items only:

No comments were made.

Approval of minutes from the previous meeting:

None

Fire Department and Ambulance

A written report was presented, Chief Vance stated the AC unit installation at the fire house was completed today.

Police Department

A written report was presented, Interim Chief Shaub had no additions.

Codes Department

A written report was presented, Code Enforcement Officer Mr. Curry had no additions.

Public Works

A written report was presented.

Parks and Recreation

Ms. Wood stated that the committee will be meeting on Thursday.

NEDC

Ms. Woods stated they met last week for the first meeting to get updated on current projects and discuss what would like to be done. More of a report next month.

Mayor's Report

Nothing to add.

Borough Manager's Report

Mr. Gombach stated that work began on the Borough building today and will get an update on replacing the boiler. Expecting 2.5 weeks. Recognized employees: Rose Paul, Andre Steele, Renae Bowers, Natasha Woods.

Motion made by Mr. Slade, seconded by Mr. Segina, to accept the department reports as presented. Motion passed unanimously.

Unfinished Business:

None

New Business:

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Mr. Gonder presented for approval, Resolution 2023-6 - Resolution approving the inter-municipal transfer of a Liquor License (R-10198) from the City of Harrisburg to 107 North Front Street, Borough of Steelton, PA 17113.

Motion made by Mr. Segina, seconded by Mr. Slade to approval of Resolution 2023-6. A roll call vote was requested by President Proctor.

Ms. Woods – Aye

Mrs. House – Aye

Mr. Proctor – Aye

Mr. Segina – Aye

Mrs. Bowers - Aye

Mr. Slade - Aye

Motion Carries

Mr. Watts presents consideration and approval of submitted bids for the 302 Spruce Street retaining wall & guard rail repair. Result of an automobile accident. One amount is from W.M. Orr & Sons, Inc. to fix the guard rail for \$11,860, and the other is for a retainer wall rebuild from Tom (T.J.) Stoner Contractor in the amount of \$15,980. Segina stated that after speaking to Gonder, this is going to be done as an emergency repair. Motion from Segina to approve the quotes for both the guard rail and retaining wall. 2nd by Slade. Woods asked that since it was due to an automobile accident, would the insurance of the responsible party pay for the damages. Proctor and Segina stated the property damage was low and that approximately \$8,000-8,500 was available from the driver's insurance.

Motion made by Mr. Segina, seconded by Mr. Slade to approve the quote from W.M. Orr & Sons, Inc in the amount of \$11,860 in addition to the quote from T.J. Stoner in the amount of \$15,980 for the emergency repair of the Spruce Street retaining wall & guard rail repair. Motion passed unanimously.

Mr. Watts presented for approval to amend the Original Chesapeake Bay Pollutant Reduction Plan (PRP) for changes to include the Conewago Creek Partnership Sediment Credit Buy-In.

Mr. Watts explained that in 2018, the original PRP was approved by Council and the DEP. The plan included a concept for a stream restoration project, but it was not feasible. Instead, the Borough joined the WRTP Program, applying sediment reduction credits due to MS4 requirements. The PRP needs to be amended for submission to DEP. What is presented now is the original document from 2018, amended to remove the stream restoration project in the Borough and instead conserve the water resource enhancement program, which is a matter of buying credits from Dauphin County. Need approval to amend the plan, to submit PRP Amendment #1 for public comment, and to advertise, so the public comment within the 30-day period. Mr. Gombach responded stating tonight, only the plan will be approved, then public

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comment, then amended the plan, then vote, then submit. Mr. Proctor asked if this changed the contribution amount. It will not. This is to update the DEP.

Motion made by Mr. Segina, seconded by Mrs. House, the approval amend the Original Chesapeake Bay Pollutant Reduction Plan (PRP) for changes to include the Conewago Creek Partnership Sediment Credit Buy-In. Motion passed unanimously.

Mr. Watts presented for approval to submit the Chesapeake Bay Pollutant Reduction Plan (PRP) Amendment 1 for public comment.

Motion made by Mr. Segina, seconded by Mrs. Bowers the approval to submit the Chesapeake Bay Pollutant Reduction Plan (PRP) Amendment 1 for public comment. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. Woods to advertise the Chesapeake Bay Pollutant Reduction Plan (PRP) Amendment 1 for public comment. Motion passed unanimously.

Chief Shaub presented to the council a discussion and possible action related to the Chief's vehicle. Chief Shaub explained that his take-home car is a Hybrid 2009 Chevy Tahoe that needed to be towed from his home and would not jump start. Taken to the mechanic and the hybrid battery is dead. The brand-new hybrid battery is \$3,500 with no guarantee. Looking for the Council to get rid of the car and get a new car. Can get \$5,000-6,000 with a dead battery. Mr. Proctor asked if we could get rid of both the extra patrol car and the take-home car. Chief Shaub stated that the extra patrol car is being used until the new car is here and that it can stay in the fleet. Chief Shaub needs to strip the vehicle of the police equipment and send it out for bid. Segina asked how many miles and Chief Shaub stated 121,000 miles. Currently, Chief Shaub is driving a White Toyota.

Motion made by Mr. Slade, seconded by Mr. Segina remove the police equipment from the 2009 Chevy Tahoe and place it out for bid. Motion passed unanimously.

Chief Shaub presented for approval the advertisement of a part-time parking enforcement officer. Chief Shaub explained police officers currently issue tickets and it is not done consistently as they have to answer calls. This will be paid through the Hero Grant with funds being available in March. The position will be \$17/hour, Monday-Thursday from 7a-3p, with no benefits, April through November. It needs to be posted with an advertisement on March 5, applications are accepted until March 17, as street sweeping starts the first weeks of April. All background and training are done by the time the funds are dispersed. Mr. Proctor stated that the later parking hours will be ignored with 7a-3p; and that the other parking issues need to be addressed, as Public Works and Fire complain of later evening issues such as fire hydrants, yellow parking zones, etc. He suggested manipulating the schedule to address this. Mr. Segina suggested using Mondays as the floater day. They would use an unmarked police car marked as parking enforcement.

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Motion made by Mr. Segina, seconded by Mrs. Bowers to advertise the position of a part-time parking enforcement officer. Motion passed unanimously.

Chief Shaub presented for approval an offer of an unpaid summer internship to Ms. Rachel De Wolfe. Chief Shaub explained that Ms. Rachel De Wolfe is a criminal justice major junior at Lycoming College, from New Cumberland, looking to become a K9 officer, and interested in being an intern. To begin in late April and the duration will be determined. She will sign a waiver, be outfitted for a vest, and keep track of her duties. Her hours will vary to see every shift.

Motion made by Mr. Segina, seconded by Mrs. House to approval the unpaid summer internship to Ms. Rachel De Wolfe. Motion passed unanimously.

Mr. Segina informed Council that the quote for the police vehicle that was previously approved has increased by approximately \$800. Gombach approved it, but it will have to be addressed at a later meeting, as it was not included in tonight's agenda. All the paperwork will be completed, and it will be delivered in 4-6 weeks.

Mr. Gombach presented to Council for approval a quote from Berkshire Mechanical of \$59,320.00 for emergency boiler repair to the Borough office. Mr. Segina stated two quotes were presented to the Finance Committee for review. The one that was given authorization was the one listed above, and the other one was from Donnelly for \$45,300, with 6-8 weeks for delivery. The discussion at the last meeting was expediting the process, and Berkshire had the boiler in stock and started immediately, with additional asbestos removal included in the quote.

Motion made by Mr. Segina, seconded by Mr. Slade to award the bid to Berkshire Mechanical in the amount of \$59,320.00 for emergency boiler repair to the Borough office. Motion passed unanimously.

Mr. Gombach presented for discussion the Trewick Pump Station Grinder. Unfortunately, Mr. Gombach did not receive a quote to repair the grinder so no vote can be taken. Would like to discuss concerns in the executive session. Expecting bids this week and approval through the finance committee.

Mr. Gombach presented for approval the drafting and reissuing the RFP for cleaning services for Borough Hall. While reviewing the bids, they were all over the place. They would like to redraft the RFP, reissue the bid, and approve it at a March meeting.

Motion made by Ms. Woods, seconded by Mr. Slade to redraft, and reissue the RFP for cleaning services for Borough Hall. Motion passed unanimously.

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Mr. Gombach presented to Council the approval of a donation request for a donation to the Friends of Midland. Mr. Segina stated that Council typically donates \$500 a year and this amount was budgeted for 2023.

Motion made by Mr. Segina, seconded by Ms. Woods to make a \$500.00 donation to the Friends of Midland. Motion passed unanimously.

Mr. Segina presented for consideration and approval of the Clockentry proposal to install new payroll software for a one-time implementation fee of \$300 and \$984 per year to be charged monthly. Discussed during Finance Committee and put into the budget. This is a web-based timecard management program to avoid paper copies. Will cover all Borough employees' vacation time, sick time, etc. Another system may be needed at the Public Works garage in the future.

Motion made by Mr. Segina, seconded by Mr. Slade to approve the Clockentry proposal in the amount \$984.00 yearly with a \$300 one-time implementation fee. Motion passed unanimously.

Mr. Segina presented for consideration and approval the finance committee recommendations on delinquent sewer collections. Discussed previously in November for December, allowing an amnesty period for bill collections, as letters never went out. Would like to re-implement that period from the middle of March to the middle of April, with the letters going out. In addition to the amnesty period, they would like to start water shut offs on May 1 for all delinquent accounts.

Motion made by Mr. Segina, seconded by Ms. Woods to approve the Finance Committee recommendations stated previously related to amnesty period and shutoffs. Motion passed unanimously.

Mr. Segina presented for approval the Appointment of Council President Proctor to the Steelton Economic Development Foundation.

Motion made by Mr. Slade seconded by Mr. Proctor at appoint Council President Proctor to the Steelton Economic Development Foundation. Motion passed unanimously.

Mr. Segina stated that the next agenda item regarding Mr. Slade appointment has been removed from tonight's agenda.

Mr. Proctor stated the next item on tonight's agenda is the Reorganization of Council Leadership.

Motion made by Mr. Segina, seconded by Mrs. Bowers to Reorganize Council Leadership. Motion passed unanimously.

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Mayor Dent takes the gavel and opens nominations for Council President.

Mr. Segina makes a nomination for Mr. Proctor for President.

Mayor Dent ask for any other nomination for Council President. No other nominations are made.

Mayor Dent as for a roll call vote.

Ms. Woods – Aye
Mrs. House – Abstain
Mr. Proctor – Aye
Mr. Segina – Aye
Mrs. Bowers - Aye
Mr. Slade – Aye

Mayor Dent announces that Mr. Proctor has been appointed to the position of Council President and turns the gavel over to Mr. Proctor.

Mr. Proctor opens nominations for Council Vice President.

Mr. Slade makes a nomination for Mr. Segina for President.

Mr. Proctor ask for any other nomination for Council Vice President. No other nominations are made.

Mr. Proctor as for a roll call vote.

Ms. Woods – Aye
Mrs. House – Abstain
Mr. Proctor – Aye
Mr. Segina – Aye
Mrs. Bowers - Aye
Mr. Slade – Aye

Mr. Proctor announces that Mr. Segina has been appointed to the position of Council Vice President.

Mr. Proctor opens nominations for Council Chair Pro Tem.

Mrs. Bowers makes a nomination for Ms. Woods for Council Chair Pro Tem.

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Mr. Proctor asks for any other nomination for Council Chair Pro Tem. No other nominations are made.

Mr. Proctor as for a roll call vote.

Ms. Woods – Aye

Mrs. House – Aye

Mr. Proctor – Aye

Mr. Segina – Aye

Mrs. Bowers - Aye

Mr. Slade – Aye

Mr. Proctor announces that Ms. Woods has been appointed to the position of Council Chair Pro Tem.

Public Comments:

Mr. Powell – 321 Lebanon St – Question regarding the parking enforcement officer position. Mr. Proctor responded detailing the parking issues such as fire hydrant, yellow corners, sidewalk parking, etc. Mr. Powell asked how many police officers we have. Chief Shaub responded with 10.

Council Concerns:

Mr. Slade

Thanked attendees.

Ms. Woods, Pro Temp

Thanked attendees.

Mr. Gondor

None

Mrs. Bowers

Thanked attendees.

Ciera Dent, Mayor

Thanked attendees and residents. Confident in Council and encouraged residents to pay attention, as it is an election year. Hoping to be proactive.

Mrs. House

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Thanked the attendees and apologized for unprofessionalism. Encouraged all to return as the Council will get better. Stated she will “not get smoked in May”.

Mr. Segina, Vice President

Thanked attendees and stated the website has been updated: committees, calendars, news feeds, socials, etc. Looking to add more content.

Mr. Proctor, President

Thanked attendees and Aaron for his recent work on a difficult situation.

Executive Session:

Motion made by Mr. Segina, seconded by Ms. Woods, to recess for an executive session on personnel matters at 7:38pm. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mrs. Bowers to resume session at 8:16pm. Motion passed unanimously.

Other Business:

None

Motion made by Mr. Slade, seconded by Mrs. House to adjourn at 8:17 PM. Motion passed unanimously.

Respectfully submitted,
