

**STEELTON BOROUGH
COUNCIL MEETING MINUTES**
December 4th, 2023

Present:

Michael Segina, Vice President
Natashia Woods, Pro Tem
Denae House
Willie Slade
Ciera Dent, Mayor

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

Absent: Mr. Proctor, Mrs. Bowers, Mr. Jones.

Vice President Mr. Segina opened the meeting at 6:38 p.m. with the Pledge of Allegiance.

Mayor Dent led the group in a Moment of Silent Reflection for the community during the holidays.

Vice President Segina announced that the Special Presentation award for Officer Smith was performed just prior to the start of the meeting.

Roll Call:

Roll call was conducted by Kathy McCool, and the attendees listed above were present.

Vice President Segina announced that an executive session was held just prior to tonight's meeting to discuss legal matters.

Additions to Agenda (if needed):

None

Public Comments on Agenda items only:

No comments were made.

Approval of minutes from the previous meeting:

Motion made by Ms. Woods, seconded by Mr. Slade to approve the presented minutes of November 20th, 2023 upon the review of the Solicitor. Motion passed unanimously.

Engineers Report:

Mr. Watts presented Council HRG's monthly engineers' report and asked if there were any questions.

Ms. Woods asked when the proposed sewer rates for PENVEST were ready to be reviewed. Mr. Segina stated that we are meeting the auditors about this topic at Monday's Finance Meeting.

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Ms. Woods asked about the Firehouse drainage issue. Mr. Gonder discussed the issues we have been having getting the easement from the property owners.

Mayor Dent asked about the PENNVEST project. Mr. Watts stated they are awaiting the settlement of the PENNVEST funding. Mr. Segina clarified that the audited revenues in 2022 were higher than estimated in the PENNVEST application in 2020. Finance will be meeting with the auditors to get a better understanding of how this occurred.

Motion made by Ms. Woods, seconded by Mrs. House to approve Engineers Report as presented. Motion passed unanimously.

Mr. Watts presented for consideration and approval of Supplement No. 4 for the Hoffer Street Pump Station project. Mr. Watts stated the original contract with HRG was executed back in 2019. And so obviously a lot of time has elapsed since that point. This is a supplement mainly to recover some of the costs of dealing with the PENNVEST documentation that was provided, et cetera. In addition, it also updates the HRG rates for construction administration and then also resident project costs, which are actual construction costs. And those are updated for 2024 HRG rates. Again, I want to just emphasize that funding is mostly a grant for this project. I just wanted to emphasize that. On the second page then is the summary of the compensation. The original fee is listed on the left and the revised fees are listed on the right there. There are increases in what, one, two, three, four, five rows, mostly dealing with PENNVEST. And then again, the construction cost, the construction administration and the RPR tasks. There is also an elimination of one of the PENNVEST tests that isn't needed. And that's \$5,500. But overall, it's an increase of \$17,000 on a time and materials basis.

Mr. Watts asked if Council had any questions.

Ms. Woods asked for clarification regarding the increase that goes back to 2019. Mr. Watts stated it is just an overall change for the entire project.

Mr. Slade asked if this was covered under the grant. Mr. Watts confirmed the additional cost will be covered under the grant.

Motion made by Mr. Slade, seconded by Ms. Woods to approve Supplement No. 4. Motion passed unanimously.

Mr. Watts presented for consideration and approval of Supplement No. 1 for the Trewick Force Main Replacement Project. Mr. Watts stated this was discussed in the last public works committee meeting. Essentially, geotechnical information is needed to complete the bidding documents. Because we're in Canal Alley and very close to the old Pennsylvania Canal, it makes a lot of sense to do some upfront work to figure out what's there, what type of material we're dealing with, if there's any geology or pinnacles or bedrock that we'd hit in construction to get that information up front. It's also very good information to figure out whether or not some of

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that material can be used as backfill for the final product. So that's another thing we're certainly going to use the information for. Most of the cost of this supplement would be through a sub-consultant, a geotechnical engineer. Those costs are listed there. But the total supplement cost is \$19,400 and that's a lump sum. This one is funded with the Dolphin County Infrastructure Bank loan.

Motion made by Ms. Woods, seconded by Mrs. House to approve Supplement No. 1. Motion passed unanimously.

Unfinished Business:

Mrs. McCool presented to council for consideration and approval Change Order No. 1 to the Hoffer Street Pump Station Project from Eastern Environmental Contractors, Inc. Mrs. McCool stated that this was previously approved at the November 20, 2023 Borough Council Meeting.

Mr. Segina asked if there were any questions for Mrs. McCool on the agenda item presented. No questions were asked.

Motion made by Mr. Slade, seconded by Ms. Woods to approve Change Order No. 1 from Eastern Environmental Contractors, Inc. Motion passed unanimously.

Mrs. McCool provided an update to Council on the Frederick Douglas Municipal Building Cleaning. Ms. McCool informed Council the cleaning services that we had needs to complete one more task and that is the deep cleaning of the carpet on the second floor of the building. And they are planning to do that this Sunday.

Mayor Dent is asking if they are going to wax the floors downstairs. Mrs. McCool stated the floors are not the type of floor that can be waxed, and they need to be refinished. Mayor Dent asked if anything was waxed. Mrs. McCool stated nothing was waxed. Mayor Dent asked if there were savings in the expenses as it was in the contract to wax the floors. Mrs. McCool stated that the contract states that the floors are to be waxed upon request. Mr. Segina asked Mrs. McCool to review the contract and report back to Council and the Mayor via email on her findings.

New Business:

Mrs. McCool presented to council for consideration and approval to advertise the 2024 Steelton Borough Council meeting dates with the understanding that Committee meeting dates will be advertised at a later date, after reorganization.

Mr. Segina asked if there were any questions for Mrs. McCool on the agenda item presented. No questions were asked.

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Motion made by Ms. Woods, seconded by Mrs. House to approve the advertising of the 2024 Steelton Borough Council meeting dates. Motion passed unanimously.

Mrs. McCool presented to council for consideration and approval Resolution 2023-R-21 for PA Gaming Grant for Police Department for BolaWrap.

Motion made by Mrs. House, seconded by Ms. Woods to approve Resolution 2023-R-21. Motion passed unanimously.

Mayor Dent wanted to explain to Council what BolaWrap is. Thanks to Chief Schaub. He had come into the recognition of tool to apprehending different victims, things that can help with the officers when it comes to deescalating different scenarios where they don't have to use such forceful weapons.

Chief Schaub stated he believes that some of you have seen the video of it that he showed. It's another form of a non-less lethal tool in our belt for lack of better phrase. It wraps the person up or their legs up, you can cut it off. Northern York Regional has it, there's nobody else in Cumberland or Dauphin County that has it. We would be the first in the area. It's just another tool, like I said, less lethal, they use it on the domestics, mental health, it's more safety for the officers and the individual involved in that crisis. I got a magazine with it on, got interested in, the grant is already done and submitted, we just need the resolution to pay for one for every officer, the extra cartridges, and the training for one officer to go. But the grant has already been submitted, we just need this resolution.

Mr. Segina presented for consideration and approval the 2024 Steelton Borough Operating Budget for the General Fund, Capital Improvement Fund, Liquid Fuels Fund and Sewer Fund. Mr. Segina stated Council has had the budget for review since November 6th for review.

Mr. Segina asked if there were any questions on the agenda item presented. No questions were asked.

Motion made by Ms. Woods, seconded by Mr. Slade to approve the 2024 Steelton Borough Operating Budget for the General Fund, Capital Improvement Fund, Liquid Fuels Fund and Sewer Fund. Motion passed unanimously.

Mr. Gonder presented for consideration and approval Ordinance 2023-4 Making Appropriations for the Year 2024. Mr. Gonder stated this ordinance that accompanies the approved budget and was properly advertised.

Motion made by Mr. Slade, seconded by Mrs. House to approve Ordinance 2023-4.

Mr. Segina stated that the budget is posted on the Borough website with the summary and breakdowns of revenues and expenses.

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Motion passed unanimously.

Mr. Gonder presented for consideration and approval of Resolution 2023-R-22, Fixing Tax Rates for Fiscal Year 2024. Mr. Segina asked if there were any questions on the agenda item presented. No questions were asked.

Motion made by Ms. Woods, seconded by Mr. Slade to approve Resolution 2023-R-22. Motion passed unanimously.

Mr. Gonder presented for consideration and approval of Resolution 2023-R-23, Fixing Tax Discounts and Penalties on Tax Rates for Fiscal Year 2024. Mr. Segina asked if there were any questions on the agenda item presented. No questions were asked.

Motion made by Mr. Slade, seconded by Mrs. House to approve Resolution 2023-R-23. Motion passed unanimously.

Ms. McCool presented for consideration and approval of Resolution 2023-R-24, Establishing Annual Salaries, Hourly Rates, and Employee Benefits for Non-Uniform, Non-Union Employees for 2024. Mr. Segina asked if there were any questions on the agenda item presented. No questions were asked.

Motion made by Ms. Woods, seconded by Mr. Slade to approve Resolution 2023-R-24.

Mr. Segina stated that this was a resolution that was put in place when Mr. Brown took over in 2015 for transparency purposes to that Council is aware year to year of the Salaries being paid to non-union employees.

Motion passed unanimously.

Ms. McCool presented for consideration and approval of Resolution 2023-R-25, Establishing Police Pension Mandatory Member Contributions for 2024 which is fixed at 5%.

Motion made by Mrs. House, seconded by Ms. Woods to approve Resolution 2023-R-25. Motion passed unanimously.

Ms. McCool presented for consideration and approval of the 2023 Audit Contract with Zelenkofske Axelrod LLC. Mrs. McCool that the Zelenkofske Axelrod LLC are our current auditors.

Motion made by Mrs. House, seconded by Ms. Woods to approve the 2023 Audit Contract with Zelenkofske Axelrod LLC.

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Ms. Woods asked Mrs. McCool that now you're here, we're receiving our current audit. We're receiving it late because, you know, dealing with staff changes and not having a borough manager. But for this upcoming audit, I'm just asking that we do things on a timely basis this year so that we can get these on time.

Motion passed unanimously.

Ms. McCool presented for consideration and approval of Resolution 2023-R-26, Appointing Zelenkofske Axelrod LLC as the Boroughs Independent Auditor for Fiscal Year 2023.

Motion made by Ms. Woods, seconded by Mr. Slade to approve Resolution 2023-R-26. Motion passed unanimously.

Ms. McCool presented for consideration and approval to issue an RFP for cleaning services for the Frederick Douglas Municipal Building, Steelton firehouse, and Steelton Borough public works office.

Motion made by Mrs. Slade, seconded by Mr. Slade to approve issuing an RFP for cleaning services for the Frederick Douglas Municipal Building, Steelton firehouse, and Steelton Borough public works office. Motion passed unanimously.

Ms. McCool presented an update to the Borough's 2022 audited financials. Mrs. McCool stated that the Borough has received the audit results for the 2022 fiscal year. Council members and the mayor received a copy of the audit in their council packets. ZA will attend December 11th finance committee meeting, which was previously scheduled for December 14th, to discuss the report. Mr. Segina asked if there were any questions on the agenda item presented. No questions were asked.

Ms. Woods asked if they would come to just the Finance Committee or all of Council. Mr. Segina stated that after the finance committee reviews the findings with ZA they will present them to all of Council.

Public Comments:

None

Council Concerns:

Mrs. House

Ms. House asked what the status is of the forensic audit that the mayor requested.

Mr. Segina stated that the finance committee met with ZA on the issue and will be meeting to go over the 2022 audited financials at their next meeting. Mr. Segina stated the committee will try to get something to Council by the next meeting, if possible, on to whether a forensic is needed or

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not. Ms. Woods stated that ZA would provide some suggestions but would not make the decision about if the audit is needed or not.

Mrs. House thanked everyone for coming.

Mr. Slade

Thanked everyone for coming out. Go Rollers this Thursday in the State Championship game. If you're able please come out and support the kids, they've been working really hard this year, and we have a really good senior class. This will be their last game in a Roller uniform, so it'd be nice to see as many people as possible out there to support them for this game.

Mr. Curry

Nothing to add.

Chief Vance

Nothing to add.

Chief Shaub

Nothing to add.

Mr. Gonder

Nothing to add.

Mr. Baltimore

Nothing to add.

Mrs. McCool

Nothing to add.

Cierra Dent, Mayor

Thanked everyone for coming out and it's appreciated that you do so. Thanked public works for getting the holiday decorations up. Asked to keep Chief Shaub's mother-in-law in in your prayers.

Ms. Woods, Pro Tem

Thanked Mr. Baltimore for the decorations. Informed everyone of the tree lighting tomorrow night and Mrs. Renee Bowers and Mr. Carrol for their help. Noted that scarves are the gifts this year. The Santa Truck run will be on December 16th and will discuss with Chief Vance on the details.

Mr. Segina, Vice President

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Mr. Segina asked council that if council could add to the agenda for Mr. Segina to sign all the appropriate documents, resolutions, and Ordinances passed tonight in Mr. Proctors place due to his absence.

Motion made by Mrs. House, seconded by Mr. Slade to add the request to have Mr. Segina sign in Mr. Proctors place on the agenda items this evening. Motion passed unanimously.

Motion made by Mr. Slade, seconded by Mrs. House to authorize Mr. Segina sign in Mr. Proctor's place on the agenda items this evening. Motion passed unanimously.

Mr. Segina thanked everyone for coming out, reminded everyone what Ms. Woods announced about the Tree Lighting tomorrow night at 6pm and that after the lighting we would move to the Fire House for refreshments.

Executive Session:

None

Other Business:

None

With no other business to discuss a Motion made by Mr. Slade, seconded by Ms. Woods to adjourn at 7:19 PM. Motion passed unanimously.