

Steelton Borough Council Agenda

February 5, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting: January 29, 2018

Public Comment of Agenda items only:

Presentation:

Mr. Patrick Kane, PA Office of Occupational and Vocational Rehab

Partnership with Borough to Provide Clerical Work to One Participant in OVR Program.

Justin Mendinsky, Herbert, Rowland and Grubic, Inc.

Presentation of Monthly Engineers Report.

Introduction of 5 Year Capital Improvement Program.

Approval to Purchase Meter Equipment for Sewer Pump Stations Pursuant to DEP Requirements.

Approval of Agreement with HRG for Roadway Condition Assessment for Planned Paving Projects.

Communication:

Sustainable Strategies, DC

Memorandum Regarding New Opportunity Zones Program.

Habitat for Humanities - Harrisburg

Request to coordinate Build Blitz Summer Program.

Mayor Marcinko and Council Officers

Letter to Harrisburg, State Rep. Kim, and Swatara Township Regarding Motorist Safety Issue at S. Cameron Street.

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| Detective Shaub | Traffic Study RE Request for Special Purpose Parking at 143 Adams Street. |
| PA Dept. of Conservation and Natural Resources | Notice of Recreation and Parks Grant Applications Period. |
| HRG, Inc. | Request for Information Needed to File Chapter 94 Report. |
| Harrisburg Regional Chamber & CREDC | Proposed natural gas pipeline installation project. |
| UGI | Requesting information regarding their 2018 Ahead-of-Paving program. |
| Dauphin County Dept. of Comm. and Econ. Development | Notice of \$5,000 Tourism Grant Award. |
| PA State Borough Association | February 2018 Update. |
| PA State Borough Association | Nominations for 2 nd Vice President. |
| PA State Boroughs Association | Membership Recognition Letter. |
| Unfinished Business: | |
| Mayor Marcinko | Update on Wiedeman Street Renaming. |
| Mr. Brown | Update on PennDOT Rules RE: Curb Painting. |
| Mr. Heefner | Update on East End Street Sweeping Ordinance. |
| Mr. Brown | Update on Third Street Blighted Properties and Potential Land Bank Partnership. |
| New Business: | |
| Mr. Brown | Approval of Golden Equipment Inc. Quote to Provide Repair, |

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| | Maintenance, and Inspection Services for Street Sweeper. |
| Mr. Brown | Repair of the Leak of the Highway Garage. |
| Mr. Brown | Discussion of Need for Stormwater Authority. |
| Mr. Brown | Update to Council Regarding Upcoming MS4 Inspection. |
| Mr. Brown | Resolution 2018-R-___ Clarifying the Members and Terms for the Steelton Borough Planning Commission. |
| Mr. Brown | Resolution 2018-R-___ Clarifying the Members and Terms for the Steelton Borough Authority. |
| Mr. Brown | Resolution 2018-R-___ Clarifying the Members and Terms for the Steelton Borough Zoning Hearing Board. |
| Mr. Proctor | Appointment of Sewer/Water System Review Committee. |
| Mr. Brown | Request on Relief of Sewer Bill for 8219 Ventures – 119 Pine Street |
| Mr. Brown | Request on Relief of Sewer Bill for 750B North Front Street and 512 North Front Street |

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Other Business:

Adjournment:

Steelton Council Meeting Minutes February 5, 2018

Present:

Michael Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
Kelly Kratzer
William Krovic
Nicholas Neidlinger
Natashia Woods

Maria Marcinko, Mayor
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Brian Proctor Douglas Brown

Call Meeting to Order:

Vice President Michael Segina called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

Vice President Segina let the body in the Pledge of Allegiance and, in absence of the Mayor, a Moment of Silent Reflection.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the January 29, 2018 meeting.

Mr. Krovic moved and Ms. Woods seconded the motion to accept the minutes as provided. The motion passed by a unanimous vote of Council.

Presentation:

Mr. Patrick Kane, PA Office of Occupational and Vocational Rehabilitation was scheduled to discuss developing a partnership between the Borough and the Occupational Vocational Rehabilitation Program for one Clerical Worker. Mr. Kane was unable to attend the meeting. His presentation will be rescheduled.

Justin Mendinsky from Herbert, Rowland and Grubic, Inc. reviewed highlights of the written monthly report:

FIREHOUSE IMPROVEMENT PROJECT: the work on this project is essentially completed. There were some problems reported after construction was completed and those problems were brought to the attention of the contractor and resolved. The first problem was the failure of the generator to operate properly. As of the last testing period, which occurs on Wednesday morning, the generator was working as expected. The problem with Phase II of the project was that the breaker on the main electrical panel kept turning off. The contractor came back and installed new relay switch, which seems to have resolved the problem.

MIDGET BASEBALL FIELD CDBG PROJECT – HRG has submitted correspondence to CAN Surety, which represents Steel City, LLC's Bonding Company, informing them of the Contractor's requirement to pay back wages to four employees totaling \$1,963.86. The Bonding Company has authorized the Borough to transfer project funds to the Department of Labor. Additional correspondence has been made regarding contractor payment.

FRANKLIN BROWN BOULEVARD TOWNHOMES ZHB & FINAL SUBDIVISION/LAND

DEVELOPMENT PLAN- the revised Subdivision and Land Development Plan was approved by Borough Council. The Erosion and Sedimentation Control Plan has also been approved by the Dauphin County Conservation District Plans. The projected date for the start of construction is Spring 2018.

WASHINGTON STREET SEWER REHABILITATION – The sanitary sewer and storm sewer installation has been completed. Pavement restoration (excluding final wearing course) has been completed. Final wearing course pavement on Front and Washington Streets will be completed in the Spring when the weather is more conducive for installation.

RECOMMENDED THE LAND DEVELOPMENT PLAN REVIEW FOR DENIZ AK - HRG recommends this project be tabled until final plans are in place.

HRG SEWER ENGINEERING RETAINER – HRG has begun preparing the Annual Chapter 94 Wasteload Management Report for Calendar Year 2017 which summarizes sewage flows from the Borough to Capital Region Water's Advanced Water Waste Treatment Facility. The firm is waiting for information from Swatara Township to complete the report. The deadline for submission is March 21, 2018. Mr. Heefner stated that he was disappointed that he was not personally notified the Planning Commission Meeting had been canceled.

Ms. Kratzer moved and Mr. Heefner seconded the motion that the Engineer's Report be accepted as presented. The motion passed by a unanimous vote of Council.

The Introduction of ***Draft of the 5 Year Capital Improvement Program*** was presented by Mr. Mendinsky. The study was developed create a roadmap for the Borough to determine the necessary capital improvement needs and prioritize those needs. A compilation of Information gathered from the Borough's history with HRG, information from the CDBG Disaster plan crew, and Borough staff helped develop the plan. In August, a meeting with staff produced the priority needs identified by staff and the estimated project cost for the identified needs. The projects that could be combined were determined. At the end of the proposed draft is a funding review, as well as some possible funding sources. Council members who had specific questions were encouraged to email their questions to him to ensure the specific questions are included in the discussion at the March meeting. Sanitary sewer project improvements, pump station improvements at \$100,000.00 per year for improvements will be carried through five year period. Funds are also needed to take the actions the Borough has committed to with the MS4 project. Roadway improvements are also included in the plan. Mr. Heefner's implied that he had some concerns about the plan. Mr. Mendinsky and Mr. Heefner agreed to meet outside the Council meeting to discuss his concerns about the Five Year Plan. In addition, Mr. Segina invited and Mr. Medinsky accepted his attendance at a Public Works Committee Meeting.

Mr. Mendinsky presented information regarding the purchase of new meter equipment for the Sewer Pump Stations. The need for new meter equipment was brought forward by Borough staff. DEP wants the Borough to provide an estimate of the flow that being pumped. The lowest bid is for the pump is \$15,850.00 with an installation fee of \$ 5,000.00. Mr. Heefner asked if the information will be shared with the City of Harrisburg. Mr. Mendinsky stated that Harrisburg will have access to the information. Mr. Heefner has a concern that if Harrisburg has access to the information the sewage prices will increase. Mr. Heefner stated that rain water and solid waste is included in the sewage cost. He also wanted to know if providing information regarding the estimated flow of water will put the Borough in better standing with DEP. He also wanted to know if it is possible to provide the report to DEP and not share information with Harrisburg. Mr. Heefner would like to wait to see how much is in the Capital Improvement Fund. One of the two bids submitted expired in 2017, however, the company has agreed to stand by their original. Mr. Mendinsky noted that the report must be to DEP before March 31, 2018. Ms. Kratzer asked if fines will be levied if DEP does not receive the information was not received by the deadline. There was no answer to her question. *Mr. Heefner moved to table issue until more information could be obtained. Mr. Krovic seconded motion which passed by a unanimous vote of Council.*

Mr. Medinsky led the discussion requesting approval of the agreement between the Borough and HRG for Roadway Condition Assessment for Planned Paving Projects. Mr. Heefner asked if there a line item in the budget for paving in addition to Community Block Grant funds that might be available. The question was unanswered. Mr. Mendinsky stated that the areas targeted in the plan are 1) Fourth Street between Pine Street and Mulberry Alley 2) "Q" Street because of water damage that has caused the road to be spongy 3) Walnut Street between Second and Fourth Streets. A correction was made in the project goals to Fourth Street between Mulberry Alley to Walnut Streets. There was discussion about other areas that need paving that were not included in the project design and cost of the project. *Ms. Kratzer moved that Council accept the HRG proposal for the price of \$4,750.00 with the understanding that Fourth Street between Mulberry Alley and Walnut are the areas to be included. The motion was seconded by Ms. Hodge and the motion passed by a unanimous vote of Council.*

Communication:

Sustainable Strategies, DC sent a letter introducing the Investing in Opportunity Act. The program offers deferred taxes and significant tax breaks to encourage business and individuals to invest in low income areas.

Habitat for Humanities, Harrisburg wrote to inform the Borough that it will have a lot of volunteers available to help with projects this summer. They requested the Borough send information regarding any project needs with which the volunteers might be of service.

Mayor Marcinko and Council Officers wrote a letter to Harrisburg, State Rep. Kim, and Swatara Township Encouraging them to help resolve the problem of tractor trailers parked on Cameron Street.

Detective Shaub sent Council a copy of his response to a Special Purpose Parking Permit request for 143 Adams Street. The law requires the designated parking space be placed directly in front of the residence. The request was denied because a fire hydrant is right in front of the house.

PA Dept. of Conservation and Natural Resources notified the Borough that it is now accepting grant applications for recreation and parks.

HRG, Inc. requested the Borough submit the information needed for the company to file a Chapter 94 Report on behalf of the Borough.

Harrisburg Regional Chamber & CREDC wrote concerning a proposed natural gas pipeline installation project.

UGI requested information regarding their Ahead-of-Paving Program.

Dauphin County Dept. of Community and Economic Development notified the Borough that it is the recipient of a \$5,000 Tourism Grant Award. Ms. Woods asked how the grant was to be used. It was determined that Mr. Brown will clarify that at the next meeting he attends.

PA State Borough Association provided the February 2018 Update in form of a newsletter.

PA State Borough Association requested nominations for the organizations Second Vice President Position.

PA State Boroughs Association thanked Steelton Borough for its participation in the organization by sending a Special Addition Clock for placement in the Borough Office or Council Chambers.

Unfinished Business:

Mayor Marcinko presented an update on the proposed renaming of a portion of Strawberry Alley to Joseph Weideman Street. This issue was tabled until Mr. Brown is present to discuss the matter. Also, a policy should be developed on making special designations. There was a policy developed in 2006 a policy which should be reviewed.

In the absence of Mr. Brown, Mr. Heefner reported that he checked with PennDot and was told that a red line of 15 feet should be painted in front of a fire hydrant and a 20 foot yellow line in no parking zones. Chief Minium stated that a traffic study must be completed before any action can be taken of the Slow Down sign can be painted on the Street

Mr. Heefner stated that he, Keith and Mr. Brown will develop a map to determine exactly where the signs regarding street sweeping should be placed. There is a \$5,000.00 line item designated for street repair. Mayor Marcinko stated that street that Ms. Slade on has not been cleaned in the front because automobiles are parked on both sides of the street. Ms. Slade is also concerned that persons will begin to park in the alley in her unfenced yard to accommodate the no parking sweep cleaner signs. Chief Minium met with the concerned persons as instructed.

When Mr. Brown is able to attend the Council meeting he will discuss the request for the Land Bank demolition and development of the Third Street property. Mr. Wion stated that Mr. Brown

wanted the authorization to look into the matter. *Ms. Hodge moved that Mr. Brown and Mr. Wion be authorized to meet with the Land Bank and discuss the demolition and redevelop the Third Street property. Mr. Heefner seconded the motion which passed by a unanimous vote of Council.*

New Business:

On the meeting agenda, Mr. Brown requested approval to repair the Street Sweeper by Golden Equipment for \$5,207.48. Mr. Heefner spoke in support of the approval. *Ms. Hodge moved and Ms. Kratzer seconded the motion that the repairs be authorized. The motion passed by a unanimous vote of Council.* Approval represents preventive maintenance on this piece of equipment.

In the absence of Mr. Brown, Mr. Heefner spoke in support of both repairing the roof and Houck as the company to make the repairs. *Ms. Kratzer moved and Ms. Hodge seconded a motion that the leak in the Highway Garage be repaired. The motion was passed by a unanimous vote of Council.*

Mr. Brown had indicated the need to develop a Stormwater Authority. After discussion, *Mr. Heefner moved and Ms. Hodge seconded the motion that the discussion about the need for a Stormwater Authority be tabled until a later meeting. The motion passed by a unanimous vote of Council.*

Mr. Brown was not present to discuss the Update to Council Regarding Upcoming MS4 Inspection. *By motion by Ms. Hodge and second by Ms. Krovic and a unanimous vote of Council was tabled until Mr. Brown is present.*

Mr. Wion requested Council approve **Resolution 2018-R-4** Confirming the Membership and Terms of Steelton Planning Commission and Making Additional Appointments to the Planning Committee.

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| Four Year Term | Dennis Heefner | Term Expires December 31, 2021 |
| Three Year Term | Richard Moore | Term Expires December 31, 2018 |
| Two Year Term | William Jones | Term Expires December 31, 2019 |
| One Year Term | Michael Segina | Term Expires December 31, 2018 |
| One Year Term | Emmuel Powell | Term Expires December 31, 2018 |

Mr. Heefner moved and Ms. Hodge seconded the motion to pass Resolution 2018-R-4 Confirming the Membership and Terms of Steelton Planning Commission and Making Additional Appointments to the Planning. The motion passed by a unanimous vote of Council.

Mr. Wion requested Council's approval of **Resolution 2018-R-5**.

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| Five Year Term | Ryan Maxwell | Term Expires December 31, 2021 |
| Four Year Term | Kathleen Handley | Term Expires December 31, 2020 |
| Three Year Term | Michael Segina | Term Expires December 31, 2018 |
| Two Year Term | Alan Ausman | Term Expires December 31, 2019 |
| One Year Term | Brian Proctor | Term Expires December 31, 2018 |

Ms. Hodge moved and Ms. Kratzer seconded the motion to approve Resolution 2018-R-5 Confirming the Membership and Terms of the Steelton Authority Board and Making Additional Appointments to the Authority Board. The motion passed by a unanimous vote of Council.

Mr. Wion presented **Resolution 2018-R-6** for Council approval. The proposed members are:

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| Three Year Term | Robin Kissler | Term Expires December 31, 2018 |
| Three Year Term | Vacant | Term Expires December 31, 2020 |
| Three Year Term | Brandon Flood | Term Expires December 31, 2019 |

Ms. Kratzer moved and Mr. Heefner seconded the motion that Resolution 2018-R-6 Confirming Membership and Terms of the Steelton Zoning Hearing Board and Making Additional Appointments to the Zoning Hearing Board be passed. Council made a unanimous vote to pass the Resolution. Ms. Hodge requested that the vacancy be advertised so that any resident of Steelton who is interested in being appointed can submit their resume for consideration. Mr. James Dilborn had filled the position upon the resignation of Mr. Rozman. His term ended December 31, 2017. Mr. Wion stated that the Resolution fixes the status of the Board. A person can be appointed to the position. Mr. Singh stated that with a two person board, if there is not a unanimous vote the motion fails.

Mr. Proctor was absent from the meeting so the Appointment of Sewer/Water System Review Committee was *tabled* until another meeting.

Mr. Segina, a member of the Water Authority, informed Council that relief from the water bill at 119 Pine Street was granted in part by the Water Authority. That body agreed to remove penalties and interest from the account, but gave no relief for the water portion of the bill because at the time of high water usage, the meter was tested and proved accurate and the bill was two years old before relief was requested. *Ms. Kratzer moved that only the penalties and interest of \$1061.03 be removed from the sewer bill. Mr. Heefner seconded a motion which passed by a unanimous vote of Council.*

The request on relief of the sewer Bill for 750B North Front Street and 512 North Front Street was tabled until more information is available. The Authority has determined that a two member committee be formed to review request for relief and bring recommendation to the Authority. After discussion, *Ms. Hodge made the motion to table any action. Ms. Kratzer seconded the motion which passed by a unanimous vote of Council.*

Public Comments:

Emmuel Powell, 321 Lebanon Street- stated that nothing is being done about the streets on the Northside. Lincoln Street is one of the main streets in Steelton and nothing is being done about the roads. He has had the experience of having water off and someone had it turned back on. He also questioned the property upon which a garage is being build. The property 329 Bessemer Street which turns into Cameron Street. Mr. Singh confirmed that there is an active work permit at that location and that the property owner has requested an extension. He also stated that if there has been no work for 180 days, the property owner can be required to submit new plans and a date for completion. He also stated that he would revisit the property. The Codes Department tries to get the property owner to complete the exterior work so that that the neighborhood can be attractive. Mr. Singh stated that the Codes Department is operating in accordance with the State law. Mr. Powell also stated that he had property that the Borough was declared inhabitable and the structure on the property was torn down. He does not understand why nothing can be done with this particular property.

Cheryl Powell, 321 Lebanon Street – can a person’s extension request be rejected? Mr. Singh stated that according to the International Building Code, a person is allowed to be issued a one year building permit extension. Can the public see the names of the persons appointed to the Committees? Yes, the information will be available on the website, which is being updated. Mr. Heefner gave Ms. Powell his copy of the Resolutions which shows the names of persons appointed to the Boards.

Council Concerns:

Ms. Woods stated that the Recreation Committee will meet February 15, 2018 at 6:00 p.m.

Ms. Kratzer thanked persons for attending the meeting. She cautioned people to be careful in the snow and gave kudos to the Public Works crew for doing an excellent job with the snow clearing.

Mr. Krovic announced that the Fire Department has two fund raisers: soup and subs until the 15th and Easter eggs until April 1st. He thanked persons for coming to the meeting.

Mr. Heefner spoke about meeting with the Senior Tech regarding the traffic light on Front and Locust Streets. He learned that the cards need to be replaced and the light recycles in accordance with the State laws. *Mr. Heefner moved that Council approve the purchase of one card with two channels for \$6,171.00. Ms. Hodge seconded the motion which was passed by a unanimous vote of Council.* Mr. Heefner also asked about the heating and cooling system in Chambers because the air conditioner was not working. Ms. Kratzer asked Chief Minium to explain the issue. He stated that the entire building has problems had problems with heating and cooling and action on resolving the issue was tabled.

Mayor Marcinko made these points:

- She, Chief Minium and Mr. Wion meet to discuss the alley and parking issues in Steelton. There should be a report on those issues soon.
- Kudos to the Public Works Committee. She did get one call from a person on Lincoln Street. There is a chain of command in place to report problems with ice and snow.
- There is a continuous lookout for secure parking for the Police Department. The previously recommended location is not feasible.
- She reminded persons that Fat Tuesday is fast approaching.
- She will be out of state February 20th so will not attend the Council meeting on that date.

Chief Minium reported that he has made some changes in assignments. Officer Snyder will replace Detective Shaub in conducting the street studies. The request will include more background information. Once they get the information it will be referred to the NEDC Committee for review and recommendation to Council. He has met with Captain Nuddy and persons from Swatara Township to discuss the tractor trailer parking problem on Cameron Street. 85% of that property is in Swatara Township and the remainder of the property is in Harrisburg. He is scheduled to meet again to discuss the issue. Chief stated that the road crew did an excellent job with snow removal. He noted that North Third Street from Locust to Pine Streets the snow plows could not get to that area. Even a pickup truck has difficulty traversing the street because of automobiles parked on both sides of the street. Mr. Heefner stated that it was one of the areas the Public Works Committee is considering pre-treating. Chief suggested that perhaps a skid loader might be able to do the job since the snow plow cannot adequately clear the area. He thanked the new Junior Council Person for his participation. Chief stated that he had a concern about the safety of Ms. Leggett-Robinson, who works in bad weather, in the evening and non-scheduled work days. Chief Minium stated that Ms. Leggett-Robinson has permission to park as close to the building as necessary to ensure her safety.

Neither Mr. Wion nor Mr. Singh had any concerns to share.

Mr. Neidlinger thanked Chief his work with the high school. He has identified four teachers at the high school which are willing to take five minutes out of class for students to write for their views on crimes for submission to the Chief.

Ms. Leggett thanked Council and other presenters for speaking clearly into the microphones so that their statements could be accurately recorded.

Ms. Hodge stated that she learned on social media about a person whose boiler was broken and nothing was done to correct until Thursday. The person also mentioned that the ceiling in the home was falling down. Ms. Hodge expressed concern about her constituent and wanted to know how persons could get assistance with problems like these during weekend and holidays. Mr. Singh stated that if the person made a complaint, it would be investigated. Ms. Hodge thanked persons for attending the meeting.

Mr. Segina thanked everyone for attending the meeting.

The Vice President asked for a motion to move into Executive Session to discuss personnel and legal issues at 8:35 p.m. The motion was moved and seconded and by a unanimous vote of Council the meeting was closed for the Executive Session.

Mr. Heefner moved and Ms. Hodge seconded the motion to move back into open session at 8:50 p.m. The motion passed by a unanimous vote of Council.

There was no other business brought for discussion at the return to open Council meeting.

Ms. Woods moved and Mr. Krovic seconded the motion to adjourn the Steelton Pennsylvania Council Meeting at 8:51 p.m. The motion passed by a unanimous vote of Council.

Respectively Submitted,

Douglas Brown, Secretary