

Steelton Council Agenda
February 6, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

SPECIAL RECOGNITION CEREMONY: Steelton Borough Adopt-A-Block Participants: Mayor Thomas F. Acri

Executive Sessions held between Meetings:

Approval of Minutes from December 19, 2016 meeting:

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for:
December 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

*Emergency Life Team Report for December

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

*Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Mr. Tom Lions, UGI

Discussion of LNG Peaking Facility
Project

Justin Medinsky Engineer, HRG

Engineer's Report

Mark Cobb

Request to Use Mohn Street Park as
Part of Day Care

Communication:

Steelton NEDC/Skate Park Committee

Minutes of NEDC/Skate Park
Committee Meetings

Michael J. Harris, Sr. FD	Establishment of a Funeral Home at 116 N. Front Street, Steelton, PA
Herbert, Rowland & Grubic	Meeting Minutes regarding the Midget Baseball Field
Capital Region Council of Governments	January 2017 Newsletter
Memorandum from Jerry Feaser	Petition Process for Municipal Election 2019
Lenwood J. Jones	Establishment of a Funeral Home at 24 Adams Street, Steelton, PA
BNY Mellon	Steelton Police Pension Plan Performance Report 12/31/16 4 th Quarter Report 1/26/17
PA State Association of Boroughs	PSAB Update
Unfinished Business:	
Mr. Brown	Update on Renaissance Row Development Project
Mr. Brown	Authorization for Mr. Wion to Prepare Transfer of Borough Parcels in North Front Street Redevelopment Zone to Steelton Economic Development Corporation
New Business:	
Mr. Medinsky	Approval to pay Application for Payment #5 (FINAL) for Contract 15- 2 to Lobar Associates, Inc. for the amount of \$14,921.46
Mr. Medinsky	Approval of Change Order #2 (FINAL) for Contract #15-2 to Midstate Mechanical & Electrical, LLC for a deduct in contract price of -\$6,723.00

Mr. Mendinsky	Approval of application for Payment #4 (FINAL) for Contract 15-3to Midstate Mechanical and Electrical, LLC for in the amount of \$5,325.25
Mr. Mendinsky	Approval of HRG proposal for Revised land Development Plan for the Adams Street Townhomes Development Project.
Mr. Mendinsky	Authorization to award contract for Firehouse Improvements Project, Phase II – East Coast Contracting, Inc
Mr. Wion	Resolution 2017-R_-Authorizing the Removal of a Special Parking Permit – Grace Butts at 305 S. 2 nd St.
*Mr. Wion	Resolution 2017-R-_ Appointing Members of the Steelton Borough Authority
*Mr. Wion	Resolution 2017 – R-_ Appointing Members of Zoning Hearing Board
*Mr. Wion	Resolution 2017-R-_ Appointing Members to Steelton Borough Planning Commission
*Mr. Wion	Resolution 2017 – R-_Appointing Members to Steelton Codes Appeal Board
Mr. Brown	Approval to Engage Salzman Hughes to close on Industrial Development Authority Loan for Steelton Skate Park
Mr. Wion	Approval of Engagement Letter with Caldwell & Kearns, PC
Mr. Wion	Approval of Resolution 2017-R __ Special Purpose Parking

for Lynette Stough – 3543 S. 3rd St.

Mr. Wion

Approval of Resolution 2017-R__
Special Purpose Parking
for Alice Kitner 660 S. 2nd St.

Mr. Brown

Approval of Golden Equipment Co.,
Inc. Repair Invoice re: Street
Sweeper

Mr. Brown

Approval for the hiring of Paul
Paulson as Part-Time Property
Maintenance Officer at \$14 Per Hour

Public Concerns:

Council Comments:

Executive Meeting:

To review personnel and legal
matters

Other Business:

Mr. Brown

Conflict Consent Letter With
McNees Wallace

Mr. Brown

Approval of Contract Agreement
with AFSCME Council 90

Adjournment:

Steelton Borough Council Minutes February 6, 2017

Present:

Jeffrey Wright, President
Maria Marcinko, Vice President (via telephone)
Brian Proctor, President Pro-Tem
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

Thomas Acri, Mayor
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Asst.

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright.

Moment of Silence:

Mayor Tom Acri led the body in a moment of silence in respect of those who serve in the military, who have lost their lives in the service of their country and other loved ones.

Steelton Borough Adopt-A-Block Participation Special Recognition Ceremony was led by Mayor Acri. The Mayor thanked the participants for their active participation in improving the Steelton Community. Each of the five Block Leader was presented with a plaque which read: "2016 Inaugural Steelton Borough Adopt-a-Block Member, In recognition of your dedication to keeping Steelton Borough clean as an Adopt-a Block sponsor". Mr. William Jones, Mr. Paul Kuder, Mr. Steven Wall & Pointis, Ms. Kelly and Mr. Brian Kratzer, and Mr. Brian Proctor. On behalf of the Council, President Wright gave a special thank you to the volunteers. The audience responded with applause.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from previous meeting:

The minutes of the December 19, 2016 Council Meeting were presented. Mr. Albert moved and Ms. Hodge seconded the motion that the minutes be approved as presented. The Council cast a unanimous vote to approve the minutes.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of schedule of billing, requisitions, and change orders as presented for: December 2016. Mr. Albert moved and Ms. Hodge seconded the motion that the Financial Report be approved as given. The motion passed by a unanimous vote of the Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report) – Chief Minium added that he has been invited to and is participating in the Regionalization Discussions. He will keep the Borough posted on what happens in those meetings.

NEDC Committee – Mr. Proctor deferred to Mr. Brown, who stated that he will include the information from the NEDC Committee in his report and as items that require action by the Council.

Public Works (Written Report) Ms. Marcinko deferred to Mr. Brown, who stated that the next meeting of the Committee will be February 27, 2017 and the Committee will meet on a monthly basis. He also stated that they are looking into a paving and sidewalk program as well as looking to see what other municipalities are doing in this regard.

Codes Department (Written Report) – Mr. Singh reviewed the highlights in his Annual Report, including his goal to keep enforcing the Borough Codes to improve property values. Ms. Hodge stated that the Codes Annual Report was “amazing”. She thanked Mr. Singh for being transparent and stated that she learned a lot about how the Codes Department works. Mr. Segina asked if there was any reason the report could not be published on the website. President Wright stated that the copy would be posted on the website and copies will be available for review in the Codes Department and Borough manager’s office.

Mayor’s Report - Mayor Acri stated that three communities are in discussion about the consolidation issue. He stated that the Borough needs to think about consolidation of the departments in order to provide better services to the community in the future. He indicated that the Police Budget has been the same for several years and the Borough cannot continue to keep the Department at that same level because things change and the budget should also change.

Borough Manager’s Report -- Mr. Brown thanked those persons who participate in the Adopt-A-Block program. He stated that more persons are applying to join the program and he looks forward to more participation as time goes on. He stated that he has been in contact with the Chariot Companies regarding the Renaissance Row Development Project. Plans are on the table for three story mixed use building with retail business on the first floor, a 16,000 sq. ft. grocery store and 64,000 sq. ft. for businesses. Mr. Brown reported that the General Fund was performing fairly well with a year ending balance of \$1.2 million which is now down to \$1 million. The Sewer Fund is at \$2.9 million. The Skate Park Project Committee has been meeting and the minutes of the meetings is included in the packet. Finally, the Sewer Rate Study is coming to an end and some decisions will be made regarding sewer rates. He acknowledged the presence of Ms. Ryan Maxwell, who is being considered for a position on the Authority Board and extended a warm welcome her.

President Wright commented that he has seen five Codes Officers during his tenure on the Council and this was the most thorough report he has ever seen. He also stated that the report should be made available to the public so they can see the new direction in which the Borough is going under new leadership. The idea of consolidation is one to be considered. The majority of the budget is the Police Department, while efforts are made to keep the budget down, we will have to look at some other things.

The President called for a motion to accept the Departmental Reports as presented. The motion was made by Mr. Proctor and seconded by Mr. Albert. The motion passed unanimously.

Presentations:

Following consultation with the Solicitor, the presentation scheduled to be made by Mr. Tom Lions from UGI has been redirected to the Water Authority Board.

Engineer's Report: Mr. Mendinsky presented the Engineer's report making the following points:

- The Harrisburg & Pine Streets Utility Improvements Project has been completed. The final payment on the project will be presented later in the meeting.
- Phase One of the Fire House Improvement Project has been completed and final payments on this phase of the project will be presented for action later in the meeting. Nine bids were received for completion of Phase Two and a recommendation will be made to the Council later in the meeting.
- Storm & Sanitary Sewer Inspection & Cleaning Project has been completed and the payment request has been forwarded to Dauphin County for final payment from the grant funds.
- Midget Baseball Field Project has been started. The ground has been prepared for the pre-fabricated building installation, pending Building and Zoning Permit issuance from Swatara Township. During the demolition work, non-salvageable items have been removed from the property and assessment for the presence of asbestos has been completed. The company has also submitted information regarding the installation for new fencing. The goal is to have the baseball field ready for use during the 2017 baseball season.
- Mulberry Alley & Bessemer Street Sanitary Sewer Project is not yet complete. There are a few items that must be completed, with the hope that the project will be completed by Spring 2017. Mr. Segina asked when it was discovered that pipes were so damaged that they needed to be replaced. Mr. Mendinsky stated that it was discovered during the construction phase.
- The Mohn Street Tot Lot Project design was completed and advertisements for bids have gone out and deadline for submission is February 15, 2017. The Project Manual is complete and has been provided to Mr. Brown. This project is funded by the Dauphin County Greenway, Trails and Recreation Grant Program. Ms. Hodge asked what type of filler will be used on the Tot Lot. Mr. Mendinsky reported that a mulch like material will be used.
- Skate Park Project is an ongoing project. Several designs have been completed and the bid announcement will be posted February 13, 2017 with the final date for submission March 15, 2017. Since there are several design possibilities, a separate bid must be submitted for each design.

Mr. Albert moved and Ms. Kratzer seconded the motion that the Engineer's Report be accepted as given. The Council approved the report by a unanimous vote.

Mr. Mark Cobb approached the Council requesting approval to have full access to the Mohn Street Park for use by the Achievement Academy Child Development Center, which is located in one of the buildings at New Hope Living Baptist Church. The State Regulations require the center to have both indoor and outdoor play space. They do not need to own the outdoor space but must have access to an outdoor play area. Ms. Hodge asked the hours of operation of the Academy. Mr. Cobb explained that the Academy is scheduled to operate Monday through Friday from 6:30 a.m. to 6:00 p.m. and the State requires the children have one hour morning and one and one-half hours afternoon outdoor play. They would not need to use the park all day, neither would they need exclusive rights to the park during the time they use the park. Mr. Cobb stated that they needed a letter with a seal stating that the Academy has access to the park. Mr. Proctor, Ms. Hodge and Solicitor Wion had questions regarding what is meant by access, insurance issues. Mr. Cobb anticipated opening the Academy in March or April. He has been working with an architect and Mr. Singh regarding obtaining an Occupancy Permit. Chief Minium stated that the Police should be included in the planning since

this involves the use of a hazardous foot path. He also expressed concern about the need for a police presence at the park during the times the Academy is there. President Wright instructed Mr. Wion, Mr. Cobb, Mr. Proctor and Mr. Segina meet to discuss the issue and bring a recommendation to the next scheduled Council Meeting.

Communication:

Steelton NEDC/Skate Park Committee shared the minutes from their last two meetings. The Committee is considering the design of the park, park rules, possible events (local, regional and national) and other things that will affect the safety of the skaters and the success of the park.

Mr. Michael J. Harris, Sr. wrote to inquire about opening a Funeral Home at 116 N. Front Street. When questioned about the location, Mr. Brown stated that that area was included in the Renaissance Row area and a Funeral Home is not included in that plan.

Herbert, Rowlands & Grubic sent a copy of the minutes of their meeting with the contractor regarding the Midget Baseball Field.

The Capital Region Council of Governments sent a copy of their January Newsletter.

Mr. Jerry Feaser sent information regarding the time frames for those persons applying to be considered for positions in the Municipal Election.

Mr. Lenwood H. Jones inquired about re-opening the Funeral Home located at 24 Adams Street. Mr. Proctor stated that he had talked with Mr. Jones about his interest in the property. Mr. Jones has an appraisal of the outside of the building. He is planning to come to Steelton in order to arrange an indoor appraisal, which will determine his continued interest in re-opening the building.

BNY Mellon sent the December 13, 2016 Performance Report and the Fourth Quarter Report on the Steelton Police Pension Plan. Both report that the plan is doing well.

The Pennsylvania State Association of Boroughs sent an update on legislation and actions taken by members of the Association.

Unfinished Business:

Mr. Brown reported on the progress being made on the Renaissance Row Development Project. He stated that he is continuing to work Chariot from Philadelphia is working with the Borough on the design of the project.

Mr. Brown requested the Council authorize Mr. Wion to work with the attorney for the Steelton Economic Development Corporation to develop an agreement regarding the transfer of property (approximately 7-8 acres) on North Front Street Redevelopment Zone. Once an agreement is reached, a Resolution will be prepared for presentation to Council for approval of the transfer. The transfer is necessary to facilitate the sale of the land to Chariot for redevelopment. Mr. Proctor moved and Ms. Hodge seconded a motion to authorize Mr. Wion to proceed to complete the groundwork for the transfer. The Council passed the motion by a unanimous vote.

New Business:

Mr. Mendinsky requested approval to make the final payment to Lobar Associated, Inc. since they have satisfactorily completed the work required by Contract 15-2. The final payment is \$14,921.46. Mr. Albert

moved and Mr. Proctor seconded the motion that the final payment be made to Lobar Associates, Inc. The motion passed by a unanimous vote of the Council.

Mr. Mendinsky requested approval of the final change order for Contract 15-3 for Midstate Mechanical & Electrical, LLC to reduce the contract by \$6,723.00. Mr. Albert moved and Ms. Hodges seconded the motion to make the final change as requested. The Council approved the motion by a unanimous vote.

Mr. Mendinsky requested approval of the final payment of \$5,325.25 to Midstate Mechanical & Electrical, LLC. The company has fulfilled all the requirements of Contract 15-3. Ms. Kratzer moved and Mr. Albert seconded the motion to make the final payment to Midstate Mechanical & Electrical, LLC. The motion was made by Ms. Kratzer and seconded by Ms. Hodge. The Council voted unanimously to pass the motion.

Mr. Mendinsky supported by Mr. Bill Swan, requested the approval of the HRG proposal for the Revised Land Development Plan for the Adams Street Townhomes Development Project. An application has been made to the Zoning Board to clear up any zoning issues. Ms. Hodge asked when the project would begin. Mr. Swan stated that there is other work that must be completed before they can actually begin construction, so it may be three months. Mr. Brown suggested that it may be longer than three months. Mr. Segina is concerned about parking for the residents. The original plan called for driveways for each townhouse and that is not included in the current plan. There was a lot of discussion regarding this issue. The plan includes off street parking, however, financial issues must be considered before the final plan is set. There was also discussion about the resolution of the water problem including a possible spring. That also has to be resolved. The President determined that a meeting with all project partners be held to discuss and answer questions. Mr. Proctor suggested, instead, that Mr. Lenker be called into Executive Session of Council so that all could participate. President Wright agreed to accept Mr. Proctor's suggestion. Mr. Albert moved and Mr. Segina seconded that motion that Council approve the HRG proposal for the Revised Land Development Plan for the Adams Street Townhomes Development Project. The motion passed by a unanimous vote of Council.

Mr. Mendinsky requested authorization to award the contract for Phase II of the Firehouse Improvements Project to the lowest bidder, which was East Coast Contracting, Inc. of New Cumberland, PA. Mr. Proctor moved and Mr. Albert seconded the motion that East Coast Contracting, Inc. be awarded the contract for \$ 54,700.00. The motion was passed by a unanimous vote of the Council.

Mr. Wion requested approval of what would become Resolution 2017-R-1 which will eliminate the Special Purpose Parking Permit of Ms. Grace Butts which is located at 302 South Second Street in Steelton, PA. Mr. Albert moved and Ms. Kratzer seconded the motion that the permit be eliminated. The Council cast a unanimous vote in support of the motion.

Ms. Hodge requested a voice vote on the Resolutions involving Board membership because she needed to abstain of some of them. Her request was granted.

Mr. Wion requested approval of what would become Resolution 2017-R-2 which confirms the membership of the **Steelton Authority Board** and their term limits. The recommendation is:

Ryan Maxwell, term ending December 31, 2021

Kathleen Handley, term ending December 31, 2020

Michael Segina, term ending December 31, 2018

Alan Ausman, term ending December 31, 2017

Thomas F. Acrí, term ending December 31, 2017

By unanimous voice vote, the Resolution was passed. Ms. Hodge raised a question regarding a possible conflict of interest by Mr. Segina voting since he is listed on the ballot. Our solicitor stated that there was no

reason he could not vote, even though his name was on the ballot. He explained that Mr. Segina could vote because he is receiving no compensation for his participation on the Board.

Mr. Wion requested approval of what would become Resolution 2017-R-3 which confirms the membership of the **Steelton Zoning Hearing Board**. Listed on the ballot were:

Robin Kissler, term expires December 31, 2018

Michael Rozman, term expires December 31, 2017

Brandon Flood, term expires December 31, 2019.

By voice vote Council accepted the resolution with a vote of 6 to 1, Ms. Hodges abstained.

Mr. Wion requested approval of what would become Resolution 2017-R-4 which confirms the membership of the **Steelton Planning Commission**. The ballot included:

Dennis Heefner, term expires December 31, 2017

Richard Moore, term expires December 31, 2018

William Jones, term expires December 31, 2017

Michael Segina, term expires December 31, 2017

Emmuel Powell, term expires December 31, 2017

By Voice Vote, the Council unanimously approved the Resolution.

Mr. Wion requested approval of what would become Resolution 2017-R-5 which approves membership of the **Codes Hearing Board**. The ballot included:

Dennis Heffner, Gene Vance, William H. Jones, Michael Segina and Emmuel Powell. These persons are appointed until a member resigns, dies or is removed by Council. The Codes Hearing Board may be increased as persons show interest in participating on the Board.

By Voice Vote the Resolution passed Council with a 6 to 1 vote. Ms. Hodge cast the dissenting vote.

Mr. Wion requested the Council approve the revised Engagement Letter between Caldwell & Kearns, PC and the Borough. Caldwell & Kearns, PC is the law firm that employs our Solicitor, Mr. Dave Wion. The revision increases the monthly compensation from \$3,250.00 to \$3,950. Ms. Kratzer moved and Ms. Marcinko seconded the motion that the Engagement Letter be approved. The Council supported the motion by a unanimous vote.

Mr. Wion requested the Council approve what would become Resolution 2017-R-6, which approves Special Purpose Parking for Ms. Lynette Stough at 3543 South Third Street, Steelton, PA. Mr. Albert moved and Ms. Kratzer seconded the motion to honor the request. The motion was passed by a unanimous vote of the Council.

Mr. Wion requested Council approve what would become Resolution 2017-R-7, which approves a Special Purpose Parking Permit for Ms. Alice Kitner, 660 South Second Street, Steelton, PA. Mr. Albert moved and Mr. Proctor seconded the motion that the Resolution be approved, which Council did by unanimous vote.

Mr. Brown requested Council approve payment of the invoice presented by Golden Equipment Co., Inc. for repair of the Street Sweeper. The request was for \$ 5,216.00. Mr. Albert moved and Mr. Segina seconded the motion to approve the payment of the invoice. The motion was unanimously passed by the Board.

Mr. Brown requested the Council approve the employment of Mr. Paul Paulson as Part-Time Property Maintenance Officer effective February 8, 2017 for 30 hours a week at a salary of \$14.00 per hour with an increase to \$15.00 per hour pending completion of his Property Management Inspector licensing

requirements. Mr. Albert moved and Mr. Proctor seconded the motion supporting Mr. Paulson's employment. The Council passed the motion with a unanimous vote.

Public Comments:

Mr. Emmuel Powell – 321 Lebanon Street, Steelton, PA asked Council if the water is safe. Ms. Kratzer stated that the water emergency was in Duncannon, not Steelton. Mr. Powell asked about the first proposal for the Adams Street Townhomes which incorporated parking spaces under the townhomes. Mr. Wion responded that the previous plan was discarded and new plan developed which eliminated those parking spaces.

Council Concerns:

Ms. Kratzer thanked everyone for attending the meeting. She stated that it "was nice to see a full house".

Mr. Segina stated all the information from 2016 has been posted on the website. He would like to meet with Mr. Brown regarding the cost of printing the agenda packet for Council and other Boards and Committees. It was acceptable to the Council that Mr. Segina work with Mr. Brown to determine the cost and report back to Council. Mr. Wright noted that it is a financial issue that must be considered.

Wright announced that there would be an Executive Session following the Council Concerns portion of the agenda.

Ms. Hodge thanked persons for coming to the meeting. The Steelton Redevelopment Corporation will meet February 14, 2017 in Council Chambers at 4:00pm. It is the plan to have completed the by-laws so they can be presented to Council at the February 21, 2017 meeting. Ms. Hodge stated that she cast a negative vote because she feels that it is not fair for one Council member to sit on a lot of Committees. Other Council members should be given the opportunity to serve.

Mr. Proctor thanked persons for attending the meeting. He also thanked his colleagues for their patience as he fulfilled his responsibilities during the basketball season. He stated that he did make the effort to be informed during his absence from Board meetings by checking in on a regular basis.

Mr. Wion wished everyone a Happy Valentine Day.

Chief Minium stated that the Police Department had telephone problems that have now been corrected. Mr. Brown commented that he has had conversation with the Finance Committee regarding phone/internet issues.

Ms. Marcinko wished the group Happy New Year since this is the first meeting of the year. She congratulated Mr. Singh on an extraordinary final report, thanked Chief Minium for keeping the finances of the Police Department down and thanked Mr. Brown for his continued good work. Ms. Marcinko requested that Mr. Brown and Mr. Singh get the Landlord Tenant Reports caught up before the end of the first quarter. President Wright supported her request.

President Wright stated that the Council has a Vice President and Pro Tem so the absence of either of those persons should not prevent the Council from meeting. Mr. Wright shared that he is experiencing some serious health problems, which is why he is not seeking another term on the Council.

Neither Mayor Acri, Mr. Albert, Chief Vance nor Mr. Singh had comments.

Executive Meeting:

President Wright called for a recess of the meeting at 8:07 p.m. so Council could move into an Executive Meeting to discuss legal matters and personnel matters.

The Council Meeting was re-convened at 8:38 p.m.

Ms. Marcinko moved and Ms. Hodge seconded the motion that the Council approve what will become Resolution 2017 – R- 8 accepting the Contract Agreement with AFSCME Council 90. The motion was approved by unanimous vote of the Council.

Ms. Hodge moved and Mr. Segina seconded the motion that Mr. Brown be authorized to send a \$700.00 refund to Steven Jackson, Jr. for a vehicle purchase. Council approved the motion by a unanimous vote.

Mr. Segina moved and Ms. Hodge moved that the February 8, 2017 Steelton Borough Council Meeting be adjourned at 8:43 p.m. The Council cast a unanimous vote adjourning the meeting.

Respectfully Submitted,



Douglas Brown, Secretary

**Steelton Council Agenda
February 21, 2017**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between Meetings: None

Approval of Minutes from previous meeting:

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: January 2017

Presentations:

Mr. Brandon Meyers, HRG, Inc.	Yearly Review of Steelton Borough MS4 Program
Mr. Ted Rebholz – CEO Temescal Wellness	Introduction to Council of Temescal Wellness Medical Cannabis Grower-Processor Company
Mr. John Henry – CEO Chariot Companies	Introduction to Council and Review of Renaissance Row Redevelopment Project
Mr. Matt Ward, CEO Sustainable Strategies DC	Sustainable Strategies Urban Redevelopment Planning and Resource Roadmap Proposal
Mr. Justin Medinsky	Engineer’s Report

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- NEDC Committee (Written Report)
- Public Works (Written Report)
- Codes Department (Written Report)
- Mayor’s Report (Oral Report)
- Borough Manager’s Report (Oral Report)

Communication:

Steelton Borough, Mr. Brown	Response to Pennrose Management Co. re: Partial Refund of Steelton Borough Real Estate Taxes for Parcel 58-009-001 in the amount of \$48,028.60
Mr. Paul Lundeen, RHOADS & SINON, LLP	Securities & Exchange Commission Municipalities Continuing Disclosure Cooperation Initiative of 2014
Mr. Leonard F. Yablon, J.D.	Resignation from Steelton Borough Civil Service Commission/Board
Election Board of Steelton	Retirement of the Board Members
Dauphin County Conservation District	Dirt, Gravel and Low Volume Road Maintenance Program Updates
Herbert, Rowland, and Grubic, Inc.	Skate Park Feasibility Study
Unfinished Business:	
Mr. Brown	Mark Cobb Request to Use Mohn Street as Play Area for Day Care
New Business:	
Ms. Marcinko	Recommendation and Approval of Agreement with Humane Society for 2017 Services
Mr. Mendinsky	Front Street Area Sanitary and Storm Sewer Recommendations Report
Mr. Mendinsky	Amendment to Engineering Services Agreement for CDBG-DR Project Utilizing Additional CDBG-DR Grant Funds
Mr. Mendinsky	Recommendation to Award Bid for Mohn Street Tot Lot Project
Ms. Marcinko	Emergency Response Policy for Certified First-Responders/Borough Employees
Mr. Brown	Approval of Sustainable Strategies Proposal to Provide Urban Redevelopment and Resource Roadmap Services to Steelton Borough

Mr. Wion

Approval of CDBG Subrecipient Agreement
for Washington Street-Blueberry Alley
Storm Sewer Project

Public Comments:

Council Concerns:

Executive Session: To discuss pending litigation.

Adjournment:

**Steelton Council Meeting Minutes
February 21, 2017**

Present:

Jeffrey Wright, President
Maria Marcinko, Vice President
Keontay Hodge
Kelly Kratzer
Michael Segina

Thomas Acri, Mayor
Dave Wion, Solicitor
Brandon Myers, HRG Engineer
Douglas Brown, Borough Manager
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Asst.
Mr. Bruce Hulshizer, HRG

Absent with Cause:

Brian Proctor, President Pro-Tem Michael Albert Anthony Minium, Police Chief

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright.

Moment of Silence:

Mayor Tom Acri led the body in a moment of silence in respect of those who lost their lives in the service of their country and other loved ones.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from previous meeting:

The minutes of the February 6, 2017 Council Meeting were presented. There were two corrections to the minutes. Ms. Marcinko noted that on page 7, fourth paragraph under Council Concerns should read The Steelton ***Community Development Foundation***. Mr. Segina noted that in that same section, second paragraph the sentence read ***cost*** instead of coast. Mr. Segina moved and Ms. Marcinko seconded the motion that the minutes be approved with corrections noted. The Council voted to approve the motion by a unanimous vote.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of schedule of billing, requisitions, and change orders as presented for January, 2017.

Ms. Marcinko moved and Ms. Kratzer seconded the motion to accept the financial report as presented.

Presentations:

Mr. Brandon Myers, Senior Environmental Scientist from HRG, INC. Engineering Firm presented information regarding the MS4 Permit. Mr. Myers explained the Borough has to have a National Pollution Discharge Elimination System to accommodate Stormwater Discharges that is separate from the Storm Sewer System. Stormwater runoff is any fluids that is not absorbed by the earth. The fluids from the rain, melting snow, oil from a leaking automobile or street or driveway oil change that is washed into the street, water that contains animal feces because it is not cleaned up by the owner, salt, litter, construction debris, etc., anything that runs into the street drain is counted as polluted water because it run outside the sewer system. The Borough must have a written procedures detailing how it will handle the problem and evidence that it is following that written procedure. In addition, the Borough must have a community education program that helps residents understand the problem and how they can assist the Borough in preventing the water pollution problem. Some of the things residents can do to help elevate the problem are:

- ✓ Put shoveled snow in the grass or other vegetated area.
- ✓ During snowy and icy weather, use only the amount salt needed so there will be no extra salt left over.
- ✓ Pick up after your pets.
- ✓ Keep lawn clippings on their own lawn.
- ✓ Use pesticides, herbicides and fertilizer sparingly.
- ✓ Grow grass or flowers or other vegetation on any bare spots in their yard.
- ✓ Sweep off the driveway and dispose of the dirt instead of hosing it down – all in an effort to prevent unnecessary waste going into the street drains.
- ✓ Keep vehicles tuned up and repair any leaks.
- ✓ Use Rain Barrels to catch and use to water to water the grass, plants, wash the car, etc.

Waste water from this area goes into the Susquehanna River and eventually into the Chesapeake Bay, which will then further contaminate our drinking water and lakes or rivers where we swim or fish. The Council thanked Mr. Meyers for his presentation.

Mr. Ted Rebholz, the CEO of Temescal Wellness made the next presentation. The Temescal Wellness program is a Medical Cannabis Grower-Processor Company that is looking to locate an operation in Steelton. Mr. Rebholz has six years of experience in the legal cannabis industry, having worked successfully in California, New Hampshire, Massachusetts and Maryland prior to his family's decision to move to Maryland. He explained that the company has a commitment to serving their patients. The company is highly regulated by the State of Pennsylvania and has their own strict policies to guide the business. The facility will offer the patients several ways to obtain what they need. Ms. Kratzer asked about the number of patients the program anticipated as well as could the patients consume the products on site. Mr. Rebholz stated that, dependent on need, competition and the possibilities of changes in the law, they expect to serve approximately 15-30 patients per day which should grow to 40-50 by the end of the year. Since Pennsylvania prohibits the distribution of the actual dried flower or edibles, the facility will offer the patients several other ways to fill their prescriptions: patches, extracts (which can

also be vaporized), capsules, and liquids, which may take for form of beverages such as tea or infused olive oil. The answer is that they MUST take it home and be used with supervision. By law, there can be no on-site consumption. Only persons who have been certified by the State can enter the store and purchase what's needed, so that the patient and caregiver should both be certified to maximize the ability to purchase the drug. The company is dedicated to consumer education and will provide training and on-going educational resources to ensure the patient and caregiver know how to use the product safely. It was noted that the marihuana sold in the dispensary will not produce a "high", however, having the proper dosage is important to ensure the best treatment for the patient. Ms. Hodge asked how the dispensary will be listed. Will it be considered a medical facility? The response was no, there are no requirements that staff be certified, however, regulations require that a full-time physician or pharmacist must be on the premises at all times. If there are two facilities, the physician or pharmacist may split their time between the two facilities as long as there is a RN present on the premises when the physician or pharmacist are not present. There is a certification program that employees make take, however at this time, the company is not offering tuition reimbursement for the completion of the certification requirements. Ms. Hodge asked how the caregiver for a child requirement is handled. That person must have certification in order enter the facility. Ms. Marcinko was concerned that the public understand that there was no high from this medical marihuana and what would be the security means for the dispensary.

Mr. Rebholz noted that a person cannot get "high" using these drugs. He also stated that they do have a state-of-the-art security system, which included cameras both inside and outside the facility as well as some things that they do not disclose to the public. Mr. Segina wanted to know how having the dispensary in the Borough would improve the economic standing of Steelton and why Steelton. The response was, first of all Steelton has been proactive in preparing the Borough to attract businesses that will serve the new law, and he noted lots of energy and enthusiasm regarding welcoming the industry. He anticipates that within 3-5 years the company will employ 112 persons in the production facility. In that same time period, the dispensary will hire between 10-20 persons. The company pays a livable wage and provides full benefits to its employees. Therefore, employing local residents will be one source of economic growth. The limited number of dispensaries will also attract persons from other areas who are able to obtain prescriptions and certifications. This will also attract persons to this area, where they can take advantage of what Steelton has to offer. The Council thanked Mr. Rebholz for his presentation.

The third presentation was made by Mr. John Henry, CEO of Chariot Companies. Mr. Henry is interested in developing Renaissance Row on the five acres on Front Street across from the Municipal Building. Mr. Henry's company specializes in revitalizing low wealth communities. He has been working with Mr. Brown and Council members to bring the Steelton vision to life. He thinks that not only Steelton will profit from this project, but that the project could have an effect on the Region and perhaps it may become an award winning project. Mr. Henry envisions 46 multifamily units for persons in the work force who are looking for affordable housing. Included in this vision is a three story building that will house retail business on the first floor, including a grocery store. Ms. Kratzer asked if the 46 units will be low-cost housing. The

response was no. Ms. Hodge congratulated Mr. Henry for his willingness to help the Borough work through this project and welcomed him to Steelton. She thanked him for thinking about the working class people that need housing, and indicated that she was one of those persons. Ms. Hodge was familiar with the project the company recently completed in Carlisle and had the experienced the improvement it meant to the area. Ms. Marcinko noted that we were in a good location with the State Capital, available transportation to the area, the river and highways. She also stated that the Borough was trying to attract persons to come visit and spend money here reminiscent to the Steelton of the past. She was concerned about having restaurants and other attractions in addition to office buildings. Ms. Marcinko wants the area to develop a sense of space. Mr. Brown stated that the vision included both office space and other attractions. He noted that he went to New Hampshire to see, first hand, the work Temescal Wellness. He stated that it was a lovely project that offered good security and was attractive to that and neighboring communities. He stated that Mr. Henry was committed to the area and its development. Mr. Wright stated that he had received a telephone call from the Council Pro Tem, Mr. Proctor, who told him that he was impressed with the work that Chariot Company had done. The President also spoke of a telephone call from Mr. Brown who stated that he trusted the Chariot Company and he supported the venture. Mr. Wright noted that Steelton was losing a lot of business because people just drive through and are not stopping to take advantage of the business located here. He stated that he thought the project, as presented, would make people stop and shop. The Council thanked Mr. Henry for his presentation.

The final presentation was made by Mr. Matt Ward, CEO Sustainable Strategies DC. Mr. Ward was present to discuss how his company helps small towns find financial resources to support their redevelopment. The company just completed work with Carlisle in their revitalization project and envision being able to assist Steelton achieve its goal in a similar manner. The key is to assemble a coalition of persons to work together toward a common goal, which is reaching the goals set by Steelton Borough in 2006. Ms. Ashley Madison, a company employee, described the work that the company did in Carlisle. There was conversation about finding and using government grants to fund the projects. President Wright asked about resources other than government funds. Mr. Ward stated that they use available government loans and grants and philanthropic resources. The company partners with Keystone Strategic Advocacy headed by Mr. Lou Crocco. Mr. Crocco explained that his company works with persons from the Governor's office and is able to find funds that are not budgeted to help fund the projects. The Resource Roadmap that Sustainable Strategies plans to develop will identify the top 3-4 funding sources that may provide matching monies. Money can be found to meet a variety of the Borough's needs. They have had conversation with the Steelton Highspire School District about using the building to provide Community Education and to determine how to help the school district can also be helped by this project. Ms. Hodge stated that the Army War College and Dickenson College are in the Carlisle area and could have provided resources for that redevelopment project. Steelton does not have such major resources neither does the Borough work in partnerships like those. Her questions were: What are we supposed to do? Cut something already planned to pay for your company's services? How can we pay for all three programs? Mr. Crocco from Keystone stated that we could find resources that do not require a match. There are some government agencies that have surplus funds which might be willing to

help the Borough to help us fix the roads, or support an economic redevelopment project being but money is needed to complete it. Their company does not guarantee that they will find the funds, but they will not give up. Ms. Hodge stated that she was trying to understand how the three projects would work so that she could correctly inform the people she represents. Mr. Brown stated that it was a concept to supplement what we already have in place. Sustainable Strategies will help us put together a long range plan and strategy to build the community. President Wright expressed concern with the discussion of getting federal and state funds during a time when budgets have been cut and there is a possibility that further cuts will be made. Budget cuts are what prevented earlier projects from being completed and he did not want the public to be disappointed again. Mr. Wion asked Mr. Ward about timeframes included in a letter written to the Borough, which actually constitutes a contract. Mr. Ward explained that they would charge a flat fee for putting the Roadmap together. Additional contracts will be required to follow-up on the things included in the Roadmap. Keystone Strategic Advocacy will work together with Sustainable Strategies to complete the Roadmap with no additional cost. Mr. Ward explained that Mr. Brown met with them in October, but it took some time to organize their presentation with the Council, therefore, he would revise the timeframes included in the letter to match the present conditions. The President instructed Mr. Brown to meet with Mr. Ward, then some things will be discussed with the Finance Committee before the Council initiates another conversation with Mr. Ward and Mr. Crocco.

Mr. Mendinsky did not present an Engineer's Report during this meeting.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Mayor Acri explained that Chief Minium was absent to due to family issues.

Detective Shaub is in charge during his absence. There was nothing to add to the written report already submitted.

NEDC Committee (Oral Report)

Public Works (Written Report)

Ms. Marcinko reported that she had been in contact with Mr. Miller of the Union to determine how Public Works employees could participate in firefighting while on duty. A policy will be developed following a response from Mr. Miller. Ms. Marcinko also reported that there had been some controversy over whether or not certain spaces painted the wrong color. Public Works had painted areas red, the areas should have been painted yellow. This causes a problem with the Fire Department because people park in the area that should open for the fire trucks. Automobiles parked in those places interfere with emergency services. There was an incident in which the fire truck hit a parked car. The citizens need to be aware that there should never be parking in the painted area. It was recommended that the Police Department begin ticketing cars parked in those areas so that persons will stop parking in emergency only zones.

Codes Department (Written Report)

Mr. Singh conducted a brief overview of his written report. In the month of January 7 Building Permits were issued, 1 Stop Work order, 37 Rental Inspections, 63 Violation Notices, 11 Rental Certificates, 16 Notices of Violation, 1 property Condemned, 933 properties visited for Quality of Life issues, 461 Public Safety Warning Notices issues, a total of 158 Violations Notices issued and 53 Court Hearings attended.

Mayor's Report (Oral Report) – No report

Borough Manager's Report (Oral Report)

Mr. Brown stated that the Borough was in good shape. The money in the General Fund is increasing.

Ms. Kratzer moved and Ms. Marcinko seconded the motion that the reports be accepted as presented. The Council passed the motion by a unanimous vote.

Communication:

Mr. Brown shared a letter written to Pennrose Management Company in response to their request for a partial refund of Steelton Borough Real Estate Taxes for Parcel 58-009-001 because of re-assessed value of the property. In accordance with a Court Order, the reimbursement was in the amount of \$38,028.60.

Mr. Paul Lundeen of RHOADS & SINON, LLP wrote an update regarding the Securities and Exchange Commission Municipalities Continuing Disclosure Cooperation Initiative of 2014.

Mr. Leonard F. Yablon, J.D. wrote a letter resigning from the Steelton Borough Civil Service Commission/Board effectively immediately. Ms. Marcinko moved that Mr. Yablon's resignation be accepted with the caveat that Mr. Brown to send a letter to Mr. Yablon thanking him for his service to the Borough. The motion was seconded by Ms. Kratzer. The Council passed the motion by unanimous vote.

The Members of the Election Board wrote the Borough stating that they are all retiring from service. They recommended combining the First and Second Wards since the First Ward was not handicapped assessable. The ladies did not have any recommendations for persons to work in the First Ward.

The Dauphin County Conservation District wrote providing Updates on the Dirt, Gravel and Low Volume Road Maintenance Program.

The HRG Engineering Company submitted Skate Park Feasibility Study for review. Mr. Meyers stated that no action was required at this time.

Unfinished Business:

Mr. Mark Cobb requested a letter authorizing an agreement between the Academy and the Borough to designate the Mohn Street Park as outdoor space available for use by the Academy. No progress has been made in meeting and developing a formal agreement.

New Business:

Ms. Marcinko recommended to Council that they approve the yearly agreement with the Humane Society of the Harrisburg Area, with one change, requested by Chief Minium. That change being that when the Society intakes an animal brought to the Society as a stray, which can only be done by a Police Officer or Borough official, and is subsequently received by the owner, the Borough be notified within 15 days by the Society of the name and address of the owner who retrieved the animal. With this change, the Police Department can determine if a violation of the animal ordinance is appropriate. Ms. Marcinko further stated that since October of 2009 and the inception of Steelton Community Cats, the bill to the Humane Society has dropped from \$39,000 a year to the current \$5,000 a year. No cats have been taken to the Humane Society since 2009. The actual savings to the Borough due to the Steelton Community Cats program is hundreds of thousands of dollars. She also stated that other municipalities, such as Swatara, Susquehanna, and Lower Swatara townships saw the potential savings to their municipal services contract and are using the Steelton Community Cats program to cut costs on their municipal services contract with the Humane Society of Harrisburg. Ms. Hodge stated that she would like to read the original agreement before voting to make a change. Ms. Marcinko moved and Ms. Kratzer seconded the motion that the yearly contract with the Humane Society of Harrisburg be approved along with the stated change. Per roll call vote, the motion passed by a 5/1 vote. Ms. Hodge abstained.

The agenda item, Front Street Area Sanitary and Storm Sewer Recommendations Report, was tabled until the revisions are completed.

Mr. Bruce Hulshizer presented a proposal from HRG for additional work on the Washington Street Sewer Rehabilitation Project. HRG noted that there was a \$100,000.00 remainder from the CDBG-DR grant. Because of the extension granted by Dauphin County, HRG was approved to use that money to extend the work completed on the previous project. HRG is requesting approval from the Council to use the money left from the CDBG-DR grant, two additional grants and possibly some Sewer Fund monies. The money will allow the extension of the Washington Street Sewer Sanitation Project. The proposal is to replace the sanitary sewer from River Alley to Front Street and Washington Streets because the pictures showed these pipes to be in bad condition. The project will then be extended across Front Street to replace pipes in that area. The original plan was to stop the repairs at Front Street, but, the additional funding will allow the replacement of the pipes across the street as well. HRG prepared a proposal to perform an additional survey, design the addition to the project, prepare and place the project for bid, recommend a contractor, supervise construction and participate in the decision regarding the completion of the project. HRG proposes to charge \$49,900.00 for its services. Ms. Kratzer moved and Ms. Marcinko seconded that the Council approve the proposal submitted by HRG for improvements to the Washington Street Sewer Rehabilitation Project. The motion was approved by a unanimous vote of the Council.

The recommendation from HRG to award a bid for the Mohn Street Tot Lot Project was discussed. The bids presented were from Columbia Excavation, LLC and Kinsley Construction, Inc. Both companies submitted two bids – one subtracting the installation of mulch and the other subtracting the installation of a model bus. If the companies did not provide the mulch, it would remain for the Borough to purchase and spread the mulch. Mr. Brown explained that the Borough had obtained a \$49,000.00 grant that is to cover the project in full. Mr. Wion stated that HRG recommendation the acceptance of the base bid with alternate number two, from Kinsley Construction, Inc. Ms. Hodge re-stated her concern about the ensuring the safety of the children by having the proper ground cover under the equipment. After discussion regarding the bid prices and equipment adjustments, Ms. Marcinko moved and Ms. Kratzer seconded the motion that we accept HRG's recommendation to accept the bid from Kinsley Construction, Inc., excluding the installation of the school bus, for \$48,254.00. The motion passed by a unanimous vote of the Council.

Ms. Marcinko requested the Council table further discussion of the Emergency Response Policy for Certified First-Responders/Borough Employees pending further correspondence from the Union.

Mr. Brown requested approval of the Sustainable Strategies Proposal to provide Urban Redevelopment and Resource roadmap Services to Steelton Borough. Ms. Kratzer moved and Ms. Marcinko seconded the motion to hire Sustainable Strategies to provide services to the Borough. The motion was passed by a unanimous vote of the Council.

Mr. Wion presented information requesting approval of Community Development Block Grant Sub-Recipient Agreement between Dauphin County and the Borough regarding the Washington Street-Blueberry Alley Storm Sewer Repairs Project. The grant will be for \$71,000.00 and construction must meet the specific requirements included in the grant. Mr. Brown explained that the project will be funded by the CDBG and Gaming grants with possible supplement by monies from the Sewer Fund. Mr. Segina was concerned that about the Project meeting the timeframes indicated in the Agreement. Ms. Marcinko moved and Mr. Segina seconded the motion to approve the agreement. The motion was passed by a unanimous vote of the Council. President Wright instructed Mr. Brown to get with Mr. Segina regarding deadlines and insure funding is in place gaming CDBG sewer surplus fund.

Public Comments:

Ms. Joyce Culpepper, 237 North Harrisburg Street is concerned about the parking situation on Lincoln Street between Bessemer and Harrisburg Streets. Ms. Culpepper notes that it is difficult to find a parking spot on the street, especially since families residing in the homes have multiple vehicles. The owners of 256 and 246 Lincoln have discussed the possibility of adding a parking area between the two houses. Building a driveway at that location will involve cutting the curb, lowering the sidewalk and eliminating several on-street parking spaces currently used by area residents. Ms. Culpepper noted that she is unable to park on Harrisburg Street and, despite physical problems, sometimes has to park a distance from her home. The problem has gotten to the point that she has become almost housebound for fear of moving her vehicle and losing

her parking spot. Ms. Culpepper appeared before the Council to request that the proposed driveway be denied and that a feasibility study be conducted to determine parking options for area residents. Mayor Acri stated that this proposal will be something that must be considered by both the Codes and Police Departments. Ms. Marcinko asked about having Residential Parking Permits. Mr. Wion indicated that permit parking may not be feasible in this area. Mr. Singh, Borough Codes Officer, stated that there are specific codes that place limits on what can be constructed in a residential area. If this request does go outside the current zoning restrictions, the property owners will have to appear before the Zoning Board and request a variance.

Mr. Dennis Hefner, 337 Swatara Street presented a request that replacement of manhole liners and covers be included when the Front and Pine and Front and Hoffer area be a part of Sewer Reconstruction Project. He congratulated the Borough on the hiring of a Codes Officer and stated his concern that the current plans for the Renaissance Project, as presented, may not increase economic development in the Borough.

Council Concerns:

Ms. Kratzer thanked persons for attending the Council meeting and their patience since it was a long meeting.

Mr. Segina shared some investigations that he has made regarding issues that concern the Borough. First, he did a study on the cost of creating paper agenda packets in addition to the electronic agenda packets that Council receives prior to meetings. He has made some updates to the website which would be more informative. Mr. Segina noted that there is concern about a limb that hangs over Front Street on the east side. He took the initiative in comparing sewer rates of various area townships with information from their websites. He will not make a formal presentation of what he found until he can call and verify the information. Mr. Segina stated that he had a conversation with Ms. House in which she conveyed her interest in participating on the Code Appeal Committee. He stated that he would resign from the Committee if she was appointed. Appointing her to the Committee will be discussed at the next Council meeting.

Ms. Hodge thanked persons for coming out and attending the meeting. She asked that they continue to come and express their concerns.

Mayor Acri, Mr. Wion and Mr. Brown had no comments.

Mr. Singh remarked about feedback he is getting regarding complaints persons file with the Codes Department. He has heard that people feel that the Department does not follow-up on their complaints, which he stated is untrue. For example, when persons file complaints about a neighbor's property violations, each of the complaints is investigated and the results documented. He explained that once the Department learns of a violation through its proactive sweeps of the Borough or when a citizen makes a complaint, the codes office issues the necessary warnings, tickets, notices of violations, and citations for getting code compliance. Issuing a citation is the last resort. If violations are not corrected, further action is taken. For example, January 10, 2017 the report from Republic Waste Management showed that there

were 129 properties without trash service. The January 31, 2017 report showed a reduction to 59. The report received earlier today showed 359 properties without trash service. Decreasing the number of properties without trash service took a lot of staff time. It is obvious that there continues to be a problem. Staff will continue to work with persons to get trash service for each property in the Borough. Mr. Singh also stated that some property owners feel that in addition to the written notices that they should also be called regarding the violation. He stated that in January, 933 properties in the Borough were inspected and found to have property maintenance issues. If each property owner was called and the conversation lasted for only 3 minutes that it would equal about 2900 minutes or about 47 hours of phone time. With the current staff limitations and the need to continue to enforce and document codes issues, the Department is unable to make those calls. Mr. Singh stated that the Department is working on a daily basis to increase the quality of life and eliminate the blight and property maintenance issues that have developed in the Borough over the past decade, however it is hard to change human behavior. He stated that the Department will continue to enforce the property maintenance code with property owners who fail to maintain the interior and exterior of their properties by issuing the necessary warnings, tickets, notices of violations, fines and citations.

Chief Vance asked the status of Phase II of the Firehouse Remodeling Project. He stated that he was concerned about the outcome of Phase I since water is coming in on the second floor. He has reported the problem to HRG and it has not been repaired. He is hoping the correction will be made in Phase II of the project. Mayor Acri stated that during Phase I steps were added and they are the cause of water running into the building. He expressed anger that HRG is paid to ensure the terms of the contracts are met and they have not had the contractor come back and make the necessary repairs. Ms. Hodge stated that she has asked about the guarantees made by contractors and was told that there were no guarantees. There were a lot of remarks regarding inadequate work that has been done with no correction of the problems. Included in the discussion was the dead trees on Front Street. There was discussion regarding the continued employment of persons who do not perform their assigned functions adequately. It was agreed that the Council will invite Mr. Mendinsky to come before the Council to discuss HRG's failure to follow-up on legitimate concerns about contracts not being fulfilled.

Executive Meeting:

Although there was business to be discussed in an Executive Meeting, the meeting was postponed until the next scheduled meeting which is March 6, 2017.

Adjournment:

Mr. Segina moved and Ms. Hodge seconded the motion to adjourn the meeting. The February 21, 2017 meeting of the Steelton Borough Council was adjourned at 9:12 p.m.

Respectfully Submitted,


Douglas Brown, Secretary

Steelton Council Agenda

March 6, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between Meetings: None

Approval of Minutes from the February 21, 2017 meeting

Public Comment on Agenda Items only:

Presentations:

Mark McLinis

Keystone Compassionate Dispensary –
Medical Cannabis Dispensary at 750 N.
Front Street

Mr. Medinsky

Engineer's Report

Communication:

Pa State Association of Boroughs

PSAB Training Calendar for March 2017

PA Department of the Auditor General

Steelton Fireman's Relief Association
01/01/2013 – 12/31/2015

Unfinished Business:

Mr. Brown

Resolution 2017-R-___ Approving the Lease
Between the Borough of Steelton and
Temescal Wellness

MR. WRIGHT

RESOLUTION 2017-R-_____ APPOINTING
VACANCY CHAIR

Mr. Brown

Approval of Capital Business Systems Lease

Mr. Brown

Approval of Resolution 2017-R-_____
Setting Policy for Borough Employees That
Are First Responders

Mr. Brown

Update on LERTA Ordinance

New Business:

Mr. Wion

Approval of Ordinance 2016-1
Appropriating Funds to the Steelton
Economic Development Corporation for
Purposes of Executing an Economic
Development Agreement for the North
Front Street Redevelopment Area

Mr. Brown

Authorization for Mr. Brown to Order
Appraisal of Steelton Borough North Front
Street Properties for Purpose of
Transfer/Sale of Property to SEDC

Public Concerns:

Council Comments:

Executive Session:

Other Business:

Adjournment:

Steelton Council Meeting Minutes March 6, 2017

Present:

Jeffrey Wright, President
Maria Marcinko, Vice President
Brian Proctor, President Pro-Tem
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

Thomas Acri, Mayor
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief

Absent with cause:

Thommie Leggett-Robinson, Exec. Asst.

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright

Moment of Silence:

Mayor Acri led the body in a moment of silence in respect of those who lost their lives in the service of their country and other loved ones.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the February 21, 2017 meeting:

Ms. Marcinko had several corrections for the minutes: page two it was Ms. Kratzer who asked about the number of patients anticipated as well as could the patients consume the products on site. On page 3, Ms. Marcinko stated that it should read that Ms. Marcinko was concerned that the public understand that there was no high from this medical marijuana and what would be the security means for the dispensary. On page 5, Ms. Marcinko noted that where it stated that Public Works had painted areas red, the areas should have been painted yellow and not blue. Ms. Marcinko noted that on page 8 the sentence should read, "other subtracting the installation of a model bus", instead of model toy. Finally, Ms. Marcinko stated that President Wrights and her remarks were not included under Council Concerns. She stated that her remarks about the minutes had been shared with Mr. Brown. Mr. Albert moved and Ms. Marcinko seconded the motion that the minutes be approved with the noted corrections. The motion was passed unanimously.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Presentations:

Mr. Medinsky presented the Engineer's report, focusing on the active projects:

- ✓ Fire House Improvement Project
 - East Coast Contracting, Inc. has been awarded the contract for Phase II of the project.
 - Discussion regarding Phase I, HRG determined that the current problems with the building are not a result of Contractor Error. It was noted that there were some accessibility requirements that had to be maintained. It was further noted that it is important that staff maintain the drain to ensure that is clear of debris. Mr. Medinsky stated that has been some discussion about creating a roof canopy or installing a larger drain to alleviate the problem of water coming into the Firehouse.
- ✓ Mohn Street Tot Project
 - With the approval of the Council, Kinsley Construction Company of York, PA was sent a Notice of Intent. After Mr. Wion's review and approval of all items submitted, the pre-construction meeting will be scheduled.
- ✓ Skate Park Project
 - The bid has been advertised and the agency is waiting for the last day for bids to be received, which is 1:00 p.m. March 28, 2017. Bids for review will be submitted to the Council at the April 3, 2017 meeting.
- ✓ Sewer Engineer Retainer
 - The 2016 Chapter 94 Waste Management Report will be provided to Council at the March 20, 2017 meeting.
- ✓ Discussion of issues raised at the March 2, 2017 Council Meeting
 - At the request of Council, Mr. Mendinsky visited the Taylor Shop on Front Street to determine if the water problems are the result of construction in that area. Mr. Mendinsky reported that there may be a problem because the down spouts empty right on the ground adjacent to bilox doors and there may be a depression in some spots. In his opinion, the problem is not the direct result of the construction by the Borough. Mr. Brown stated that he has not shared Mr. Mendinsky's results with owner. He had, however, spoken with him requesting that he do everything possible to try to stop the water from coming into the basement.
 - Ms. Marcinko asked if the back door at the Fire House had to meet accessibility requirements. She stated that the stairs could not be counted as assessable. Mr. Mendinsky stated that the steps met the requirements detailed in the contract. He stated that some improvement in the door hardware and the threshold pad may has been included in Phase II, which should help resolve the issue.
 - Mayor Acri stated that a pad at the bottom of the stairs even with the door step into the Fire House. The water comes at least 5ft. into the Fire House. The current drain is right in the middle of the pad but is only about a 2 inch drain.

Water coming into the Fire House is a new problem that started after the completion of Phase I of the project.

- Mr. Medinsky indicated that he had communications with Rogul, the company that did the improvements on Front Street regarding the trees. There are some trees that may be saved, however, there are some that are dead and will have to be replaced. The company agreed to replace the dead trees when the weather permits.
- Ms. Marcinko asked why the lights did not look as they were designed to look. She stated that the same lights were installed in Lemoyne and are flush. Mr. Segina asked how the manufacturer of the lights show that they should be installed. Mr. Medinsky stated that the manufacturer has a detail that shows a small gap between the light and the concrete. He suggest (and this was noted by the contractor) that perhaps the reason for the disparity between the lights in different locations may be because the concrete in Steelton is not level. Mr. Medinsky agreed with Mr. Segina that there had been communications regarding adding grout to help the lights look flush, but such a move was cost prohibitive at that time. He further stated that the cost could be re-explored is needed, but that is nothing that the contractor would do of their own volition.
- ✓ Mr. Proctor congratulated Mr. Mendinsky for being recognized as one of the Bright Young Engineers in the Harrisburg Area and encouraged him to continue with his notable work.

Communication:

The Council received the following communication:

The Pennsylvania State Association of Boroughs sent the PSAB Training Calendar for March.

The Pennsylvania Department of the Auditor General sent a letter regarding the Steelton Fireman’s Relief Association report from January 1, 2014 to December 31, 2015.

Unfinished Business:

Mr. Brown requested approval of what would become Resolution 2017-R-9 approving the Lease between the Borough of Steelton and Temescal Wellness for use of the parking lot and other business related construction. Mr. Wion explained that this is essentially a ground lease, which has been reviewed by three different law offices to ensure that each party has the best coverage available. Temescal desires to lease approximately 50,000 square feet warehouse type building for use as a state permitted and licensed marijuana grower/processor operation. The contract calls for a six year lease with an option to re-lease the land in six year segments three times, plus a five year term. With the option to extend the lease, the land may be occupied for up to 29 years. The initial rent will be \$2,000 per month with changes in the lease agreement under certain circumstances. The company agrees to pay applicable taxes. Mr. Wion reviewed more complete details of the lease agreement to the satisfaction of Council. Ms. Kratzer moved and Brian Proctor seconded the motion that Resolution 2017-R-9 be approved as presented. The motion was passed by the unanimous vote of the Council.

Mr. Wright requested approval of what would become Resolution 2017-R-__ Appointing Vacancy Chair. The Vacancy Board has not met on a regular basis and would not convene unless the Council failed to appoint someone to a vacancy within a certain time. The Vacancy Chair must be a resident of the Borough. The Vacancy Board would consist of the members of Council as well as the Vacancy Chair. Ms. Hodge asked if we were just going to take the recommendation and not give the residents the opportunity to sign up for this. President Wright stated the Council was just approving the resolution, not appointing anyone at this time. Mr. Brown stated that with the Resolution someone could be appointed. Ms. Marcinko stated that this was discussed at the last meeting. She was contacted by Lisa Piltz, a lifelong resident of Steelton, who is interested in filling a vacancy. Ms. Piltz worked for the Commonwealth for 20 years and was the Executive Assistant for Toby Young. Ms. Hodge stated that she has nothing against the person recommended, but wanted to give Borough residents the opportunity to apply. She further stated that other persons had approached her regarding vacant chairs. President Wright tabled action on Resolution 2017-R-__ until the March 20, 2017 Council Meeting.

Mr. Brown requested approval of the Capital Business Systems Lease. The Borough has been leasing their equipment. There is some new equipment needed in the main office, codes and police offices. With the upgraded equipment, the monthly cost has decreased from \$413.00 per month to \$247.00 per month which represents a \$144.00 savings per month. Mr. Wion has reviewed the contract and everything seems to be in order. He did note that Capital Business Systems is a broker, and Delange Landen, Inc. is actually the company with which whom we do business. Therefore, the lease agreement should be with Delange Landen, Inc. Mr. Segina reminded Council that he had done some research on the cost of making paper copies. There is a negligible cost savings with the black and white copies. There is a substile savings with color printing which come out to \$.80 per copy. Ms. Marcinko moved and Mr. Albert seconded the motion which passed by a unanimous vote of the Council.

Mr. Brown requested approval of what would become Resolution 2017-R-10 Setting Policy for Borough Employees that are First Responders. The motion was presented by Mr. Albert and seconded by Ms. Hodge. The motion passed by a unanimous vote of the Council.

Mr. Brown provided an update on the Local Economic Revitalization Tax that the Borough has been working with the Steelton-Highspire School District. There is an agreement between the parties to do a 10 year 100% tax abatement for new improvement to residential properties and commercial properties. The ordinance will presented in a public hearing in the near future.

New Business:

Mr. Wion requested approval of what would become Ordinance 2017-1, Appropriating Funds to the Steelton Economic Development for Purposes of Executing an Economic Agreement for the North Front Street Redevelopment Area. The SEDC does not have funds, and it is customary for the Borough to provide funds to allow them to function. A monthly sum of \$12, 00.00 should be given to the organization. Mr. Brown interjected that these funds were already in the budget and in fact funds used to pay mortgages on the properties across the street. These have been cleared making those funds available for this use. Mr. Albert moved and Mr. Proctor seconded the motion that Ordinance 2017-1 be approved. The Council passed the motion by a unanimous vote.

Mr. Brown requested approval to Order an Appraisal of Steelton Borough North Front Street Properties for the Purpose of Transfer/Sale of Property to The Steelton Economic Development Corporation. Mr. Proctor moved and Mr. Albert seconded the motion that the appraisal be conducted. The Council approved the motion by a unanimous vote.

Mr. Proctor stated that Chariot Companies and M&T Bank have agreed on a price for Dauphin Deposit Bank Building and it is under contract. Ms. Barbara Jean Baker, who resides on Reading Street has requested Special Needs Parking. Mr. Proctor requested that Chief Minium re-group and bring a recommendation back to NEDC Committee. Ms. Marcinko asked Mr. Proctor to disclose what the bank building will be used by the Chariot Company. Mr. Proctor stated that the building will be used for office space.

Public Concerns:

Mr. Emmuel Powell 321 Lebanon Street. Mr. Powell asked about the location of Strawberry Alley and Bessemer Street. He thought he heard talk about a project between Strawberry Alley and Bessemer Street and was trying to figure out where the two roads intersected. It was clarified that the project is between Strawberry Alley and Mulberry Street. Mr. Powell stated that Front Street is a disaster with all the vacant buildings. It seems that the Borough finds money for everything else, but neglects to renovate Front Street.

Cheryl Powell 321 Lebanon Street. Ms. Powell asked when LERTA go into effect? Mr. Brown stated that following the Public Hearing it will become effective. She also asked is Chariot will pay regular taxes. The answer is yes, until such time as they make improvements to its properties at which point a LERTA assessment will be completed.

Council Concerns:

Mr. Albert, Ms. Hodge, Ms. Marcinko, Ms. Kratzer, Mr. Wion, Mr. Vance, Mr. Singh had no additional remarks.

Mr. Proctor thanked Council for supporting his absence during basketball season.

Ms. Marcinko noted that Steelton has a local author, Keith Warner Hall. Mr. Hall has written a fiction novel. The book can be purchased on Amazon. She suggested that the Borough consider scheduling a Book Signing in area. Ms. Marcinko also reported that she, Ms. Kratzer and Mr. Segina attended an Inter-Faith Service held at Trinity Evangelical Lutheran Church. The service was great and the coming together of the people was reminiscent of the Old Steelton. She thanked the people for coming out to the meeting. She requested that Mr. Brown get the Emergency Response Policy be implemented as soon as possible.

President Wright thanked the people for coming out and stated that, "we will continue to fight the good fight". He thanked everyone personally for coming out and stated that there are a lot of things that are going on behind the scenes to move the Borough forward. Thank people for coming out.

Executive Session

President Wright called a recess at 7:42 p.m.so the Council could go into Executive Session.

Adjournment:

Following the Executive Session, Ms. Marcinko moved and Mr. Albert seconded the motion that the March 6, 2017 Steelton Borough Council Meeting be adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB', written in a cursive style.

Douglas Brown, Secretary

**Steelton Borough Council Meeting Agenda
March 20, 2017**

*file - Originals
Staph*

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between Meetings:

Approval of Minutes from previous meeting: March 6, 2017

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: February 2017
Motion/Second/Vote

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Motion/Second/Vote

Presentations:

Communication:

Mr. Doug Brown

Community Letter of Interest to Join the
Community Rating System

Mr. Doug Brown

Letter to PA Department of Community &
Economic Development re: Extension
Request for Grant C000059568

Mr. Doug Brown

Letter to Office of Medical Marijuana
Supporting Firefly Dispensary

PA Department of General Services – COSTARS

Acknowledgement/Approval to Participate
in the DGS Statewide Contract for Sodium
Chloride (Road Salt) for the August 2017-
July 2018 Season

Tri-County HDC, LTD.

Press Release, awarded Dauphin County

2016 Share Gaming Grant of \$132,000

HRG

Fire House Improvement Phase 2 Pre-Construction Conference Agenda and Meeting Minutes.

TRC Environmental Corporation, Inc.

Property Access Agreement for Proposed Phase I Environmental Site Assessment Site Reconnaissance for 13 Sites along N. Front Street, Steelton, PA

Connie Wilson, Skarlatos Zonarich LLC

Notice of Winding Up With Intent to Dissolve Steelton Fire Department Emergency Medical Services

Dauphin County Planning Commission

Proposed Zoning Amendment – Medical Marijuana Growers/Processors Parking Requirements

Verizon

Increased Rates for certain programs

Unfinished Business:

Mr. Wion

Resolution 2017-R-__ Appointing a Vacancy Board Chair

Motion/Second/Vote

New Business:

Mr. Brown

Approval of Business Service Order Agreements with Comcast Business for Telephone/Internet Services

Motion/Second/Vote

Charles Heisley from Comcast will be in attendance to review services and answer questions.

KL Property Management

Relief from sewer charges on vacant house

Motion/Second/Vote

Mr. Brown

DCEDC Steelton Borough 2016 CDBG Agreement

Motion/Second/Vote

Mr. Wion

Resolution 2017-R-__ Resolution Authorizing the Transfer and Conveyance of Borough Real Property to Steelton Economic Development Corporation

Motion/Second/Vote

Mr. Wion

Resolution 2017-R-__ Ethics Act Resolution

Motion/Second/Vote

Mr. Wion

Approval of Resolution 2017-R-__ Special Purpose Parking Permit for Fabian A. Marroquin, 711 St. Mary's Drive

Motion/Second/Vote

Mr. Singh

Review of Handheld Property Maintenance Equipment Quote

Mr. Wion needs to review the agreement/draft paperwork in order to bring the agreement back to Council for approval at a future meeting. Singh will discuss the proposal for Council information. Mr. Wion will then review the agreement. This was a budgeted item for 2017.

Mr. Brown

Approval of Steelton Borough Chapter 94 Report

Motion/Second/Vote

This is the annual wastewater report.

Mr. Brown

Approval of Addendum to 2016 Audit.

Mr. Wion

Approval of EPA CAFO Agreement

Motion/Second/Vote

Council Concerns:

Public Comments:

Executive Meeting:

To discuss pending litigation.

Adjournment:

Steelton Borough Council Minutes
March 20, 2017

Present:

Maria Marcinko, Vice President
Brian Proctor, President Pro-Tem
Michael Albert
Keontay Hodge
Kelly Kratzer
Michael Segina

Thomas Acri, Mayor
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Douglas Brown, Borough Manager
Det. Sgt. William Shab, Asst. Fire Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause:

President Jeffrey Wright
Borough Manager Douglas Brown

Anthony Minium, Police Chief

Call Meeting to Order:

The meeting was called to order by Vice President Marcinko at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by Vice President Marcinko.

Moment of Silence:

Mayor Acri led the body in a moment of silence in respect of those who lost their lives in the service of their country and other loved ones.

Executive Session between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from previous meeting:

The minutes of the March 6, 2017 Council Meeting were presented. Mr. Albert moved and Ms. Hodge seconded the motion that the minutes be approved as presented. The Council voted unanimously to approve the motion.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of schedule of billing, requisitions, and change orders as presented for: February, 2017.

Mr. Albert moved and Mr. Segina seconded the motion that the Financial Report be approved as given. The motion passed by a unanimous vote of the Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report) – There was no Police Department Report.

Mayor Acri asked Det. Sgt. Shaub if he had anything to report. He did not. Mayor noted that Chief Minium was absent because of family matters.

NEDC Committee (Written Report)

Mr. Proctor announced that the NEDC Committee will meet March 28, 2017 at 6:00 p.m.

Public Works (Written Report)

Ms. Marcinko stated that the Department of Public Works has work is generally at work every day. They have no restrictions on what they do. However, I believe they did a good job during the snow storm. We were on electronic media all hours of the night. Ms. Marcinko stated that she received a few calls and though other Council members also received calls.

Codes Department (Written Report)

Mr. Singh announced that he added another page to his usual report which details monthly activities. The Department applied for two grants. One is for a recycling program sponsored by Dr. Pepper and Snapple. The company will supply recycle bins which will be placed outside the Borough office, in the parks and any other property that is interested in having one placed in that area. He has also applied for a grant with the Cigarette Butt Prevention Program. The Department will hand out ashtrays and place ashtray containers outside the Borough building and other public area such as the parks and areas where cigarettes are sold. The total value of the two grants is approximately \$15,000.00. The Department will find out if they have been selected by the end of March. Vice President Marcinko instructed Mr. Singh not to place the cigarette butt receptacles inside the parks because the parks are non-smoking. Mr. Singh assured her that they will only be placed at the other sites mentioned and any other places that request they be placed in front of their business. Ms. Marcinko requested clarification on the written report. She noted that in the section reporting of Quality of Life violations 332 were recorded and 257 Public Safety Warning Notices were recorded. She wanted to know if the report showed that only ten places that were visited were in compliance. Mr. Singh responded that only those places where violations were found were recorded. If a visit was made and no violations were noted at this time the visit is not recorded. Therefore, there were actually 332 actual violations recorded. As the Department works with the new software program, they will try to identify those properties where no violations are recorded and acknowledge their good property maintenance.

Mayor's Report (Oral Report) There was no report from the Mayor.

Borough Manager's Report (Oral Report). In Mr. Brown's absence, no report was made.

A motion was called to accept the Departmental Reports as presented. The motion was made by Mr. Albert and seconded by Ms. Hodge. The motion carried unanimously.

Presentations:

There were no presentations made during the meeting.

Communication:

Mr. Douglas Brown, Borough Manager, wrote a letter to Mr. Richard Sobota, Community Rating System Coordinator (CRSC) with the Federal Emergency Management Agency. The letter stated that the Borough of Steelton was interested in participating in the Community Rating System to enable our residents to qualify for the discounted flood insurance premiums. Mr. Singh was designated as the local CRSC Coordinator.

Mr. Douglas Brown, Steelton Borough Manager, wrote a letter to Christie Yerger, Economic Development Analyst at PA Department of Community & Economic Development Office of Business Financing. Mr. Brown requested a sixty day extension on the deadline to close a grant for the Tot Lot, which expires June 30, 2017.

Mr. Douglas Brown wrote a letter to the Department of Health's Office of Medical Marijuana regarding KW Ventures Holdings dba Firefly Dispensary. He informed them that the Firefly Dispensary, proposed to open at 801 South Front Street, meets all zoning requirements under Ordinance 2016-06. Ordinance 2016-06 is the Steelton Borough's Medical Marijuana Ordinance that was passed by Council December 19, 2016.

The Borough received correspondence from the PA Department of General Services acknowledging and approving the Borough's participation in the Statewide Contract for Sodium Chloride (Road Salt) for the August 2017-July 2018 Season.

Tri-County Housing Development Corporation shared a press release stating that it received a 2016 Local Gaming Grant Funds Grant of \$132,000.00 from Dauphin County. Obtaining this grant will allow Tri-County HDC to move forward with the Steelton Borough Adams Street Project.

Herbert, Rowland & Grubic, Inc. wrote the Borough regarding the Pre-Construction Conference with the contractors hired to complete Phase II of the Fire House Improvement Project. The meeting was held March 2, 2017. The minutes of the meeting were included with the letter.

A letter from TRC Environmental Corporation stating that Dauphin County has hired the company to assess certain properties owned by the Borough and/or the Steelton Economic Development Corporation along the North Front Street Corridor. TRC requested permission to examine the land as a part of Phase I Environmental Site Assessment Site Reconnaissance. The sites will be examined to determine "the presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate an existing release, past release, or material threat of a release of any hazardous substances or petroleum products into structures on the property or into the ground, groundwater, or surface water of the property".

Skarlatos Zonarich LLC wrote to inform the Borough advertisements are being made regarding the dissolution of the Steelton Fire Department Emergency Medical Services.

The Borough received correspondence from the Dauphin County Planning Commission stating that the Commission recommends the Borough approve the zoning amendment for the use regulations of medical marijuana growers/processors for parking requirements to follow the parking schedule for manufacturing plants, research or testing laboratories, bottling plants.

Verizon sent notification to the Borough regarding the increase in cost of certain cable stations.

Unfinished Business:

Mr. Wion reintroduced Resolution 2017-R-__ regarding the Appointing of a Vacancy Board Chair which was tabled at the last meeting. This Resolution is to appoint a Chair for the Vacancy Board which will be activated only if the Council is unable to fill the position of an elected official within 30 days. Within 15 days the Council and the appointed Chair will convene to appoint a person to fill the vacant position. If the Vacancy Board is unable to agree on a person to fill the vacancy, the matter will be sent to the Dauphin County Court for

resolution. At this time, Council can recommend a name of someone to Chair the Vacancy Board. At the last Council meeting there was concern whether or not persons in the Borough-at-large had been notified that the position was open. At this meeting, an incomplete resume was submitted. Council agreed to table the resolution again to allow time for Mr. Brown to contact this person and get more information.

Mr. Wion presented what would become the **Resolution 2017-R-11** Bond which allows a small borrowing of \$80,000.00 to add to other funds for the design, construction and equipping of the Skate Park. The funds will be issued by the Dauphin County Industrial Development Authority at a fixed interest rate of 2.8%, which will make the actual five year loan total \$85,830.60. At Mr. Wion's request, the Council made a voice vote. Mr. Proctor moved that Resolution 2017-R-11 and seconded by Mr. Segina. The vote was:

Councilman Albert – yes	Councilwoman Hodge – yes	Councilman Proctor – yes
Councilwoman Kratzer – yes	Councilman Segina – yes	Councilwoman Marcinko – yes.

The motion was passed by a unanimous vote of the Council.

New Business:

Mr. Charles Ashley from Comcast Business Services presented information regarding the proposed new all-encompassing plan. The promotional rates they are offering the Borough for \$1,167.80 per month for renewable contract for two years and a \$300.00 gift card. This is a \$455.00 reduction from the month-to-month agreement held with Frontier which is \$1,622.80 per month. Mr. Ashley explained that even though this is one Borough has several sites, each site must have its own agreement (i.e. water plant, pumping station, administrative offices etc.). Mr. Wion had several questions about the standard Comcast terms and conditions. These questions must be addressed and remedied before the signing of the contract. The promotional prices offered will expire today after which prices will increase. Technically the Borough has 120 days to completely sign contract. Mr. Proctor asked Mr. Wion to clarify the confidentiality issue mentioned by Mr. Wion and was assured that there was no problem with that issue at this time. Vice President Marcinko asked for clarification regarding the price and time limit for final acceptance of the offer and received an affirmative response from Mr. Ashley. Mr. Segina requested information regarding the cost of long distance calls and was told that the rates were based on previous usage and overage is \$.05 per call. Mr. Albert moved and Mr. Proctor seconded the motion that this two year promotional, renewable Comcast Services Contract be accepted pending the review and approval of Solicitor Wion. The motion passed by a unanimous vote of the Council.

The Council addressed the KL Property Management request for relief from sewage cost for a vacant property located at 139 Adams Street because the unit was vacant and has been for some time. There was flooding due to a water pipe burst that was fixed. The Company is asking for relief from sewage cost following the repair of the pipe. Mr. Segina asked where the water went and how the owner removed it and the agreement was that the water went out into the street. Mr. Wion stated that there was no policy in place to handle this situation, however there was a procedure in place. That procedure is that once the complaint is registered with the Borough, the Department of Public Works assesses the situation and return to Council with a recommendation. CRW charges the Borough a minimum amount for treating the sewage. We need to determine how much the Borough paid, and how much above that amount the property owner paid. The difference between the two may be considered for relief. Although the water went into the Storm Sewer as opposed to the Sanitary Sewer is really not an issue. The inquiry was turned over to Public Works for review and recommendation.

Mr. Wion discussed the Dauphin County Department of Community & Economic Development and Steelton Borough Community Development Block Grant Agreement. The agreement is that Dauphin County CED will serve as administrator of \$50,000.00 funds from CDBC which Steelton will use for the Codes Enforcement Project. This agreement is standard and no problem as long as Steelton meets requirements provided in the agreement. Mr. Proctor moved and Mr. Albert seconded the motion that Council accept the agreement as presented. The motion was passed by a unanimous vote of the Council.

Mr. Wion introduced a Resolution which authorizes the transfer and conveyance of Steelton Borough Real Property to Steelton Economic Development Foundation so that the SEDC may utilize the real property in order to secure the improvement and betterment of the Steelton Borough downtown area and, by such action stimulate economic development in the Borough of Steelton. Mr. Proctor moved and Mr. Segina seconded the motion that **Resolution 2017-R-12** be passed. The Council unanimously voted to accept the motion.

Mr. Wion introduced a Resolution that requires the Designation of Steelton Borough Public Officials and Public Employees Pursuant to the Pennsylvania Act and Supporting Regulations in accordance with the Pennsylvania Ethics Act. This resolution lists those persons required to file a Statement of Financial Interest for the Calendar Year 2016 on or before May 1, 2017. Mr. Raymond will be added as the Vacancy Chair for last year and the date must be changed. Vice President Marcinko confirmed that a person on the Municipal Ballot does not need to complete the form required by the Pennsylvania Ethics Act. Ms. Hodge asked if she needed to file separate Statement of Financial Interest since she filed one as an employee. Mr. Wion responded in the affirmative since one is filed as an employee of the State and the other must be filed as an Official. Mr. Segina asked if Howard Gray should be listed as a member of the Authority since he was on the Board last year. Mr. Wion agreed that he should be listed as a "former" member of the Authority. Mr. Proctor moved and Ms. Kratzer seconded the motion that **Resolution 2017-R-13** be passed as amended. The Council cast a unanimous vote in support of the motion.

Mr. Wion presented a Resolution providing Special Purpose Parking for Mr. Fabian A. Marroquin at 711 St. Mary's Drive. Mr. Albert moved and Ms. Kratzer seconded the motion that **Resolution 2017-R-14** providing Special Purpose Parking Permit be passed. The Council passed the motion by a unanimous vote.

Mr. Singh requested approval to purchase Handheld Property Maintenance Equipment as presented by United Republic Safety for a total cost of \$14,015.00. This equipment, which was included in the budget, would make the Codes Department more efficient and effective by providing a way to complete violation reports in the field, providing a copy of the ticket with photographic evidence to leave on the property for the property owner, a copy for the Borough and the possibility to be posted on the Codes website. The request was tabled pending review and approval by Solicitor Wion.

Mr. Wion requested the Council's approval of Steelton Borough Chapter 94 Wasteload Management Report for Calendar Year 2016. The Report was prepared by Mr. Mendinsky, Engineer from Herbert, Rowland & Grubic, Inc. This is an audit of identified usage, improvements, projections and management of Sanitary Sewage. This is a required annual report that must be provided to the PA Department of Environmental Protection, Bureau of point and Non-Point Source Management. Ms. Hodge moved and Mr. Albert seconded the motion that the Report be approved. The Council passed the motion by a unanimous vote.

In Mr. Brown's absence, Mr. Wion explained the request for approval of the Addendum to the 2016 Audit. The request was tabled until Mr. Brown returns and is available to explain this addendum.

Mr. Wion requested the Council approve the EPA CAFO Agreement. The agreement details how Steelton Borough will pay the administrative penalty for violation of the Clean Water Act. The violations are 1) failure to Conduct Field Screening of Priority Areas 2) Failure to Adequately Document Illicit Discharges and 3) Failure to Take Appropriate Corrective Action for Illicit Discharge. The Borough must pay a \$ 5,000.00 fine. Ms. Kratzer moved and Mr. Albert seconded the motion that the Agreement be accepted. The Council passed the motion by a unanimous vote.

Public Comments:

Ms. Ina C. Alcendor, 109 Conestoga Street – Ms. Alcendor thanked the Public Works Department for doing such a great job cleaning the snow. She was particularly pleased that between Lincoln, Short and Conestoga. She also asked the status of the fire hydrant on Third & Conestoga Streets. The hydrant has been covered with plastic for some time. Ms. Marcinko will follow-up with on that information. Ms. Alcendor asked if that was some way to allow the snow plows to plow both sides of the street well. With automobiles parked on the streets, only the center of the street gets cleared. She asked if there was a parking lot where people could park their cars during a snow storm so that the streets could be completely cleared. The Borough does not have an available space at this time. Ms. Alcendor was also concerned about the clearance of Second Street since it is a designated emergency route. If the Borough was to remove the snow, where would the snow be placed? Ms. Marcinko stated that the Borough is unable to throw treated snow into the river because it would contaminate the water. Mayor Acri stated that Front Street is the emergency route usually recommended. A special notice will be communicated if Second Street becomes an emergency route and that street will be plowed to ensure it is available for that use.

Ms. Natasha Woods, 181 South Front Street – Ms. Woods gave an update on the Spring Cleanup plans. She stated that a Community Garden, which includes two gardens and a compost stand is being planned. She suggested a clean-up on the East Side at least monthly, placing flowers in the flower pots on Front Street and the possibility of obtaining a grant to put recycling on the East Side. Mr. Proctor requested that Ms. Woods make a presentation to the NEDC Committee at their next meeting.

Ms. Cheryl Powell, 321 Lebanon Street – Ms. Powell requested clarification regarding the source of the \$80,000.00 funds assembled to pay for the Skate Park. It was confirmed that the Borough is borrowing the \$80,000.00, which will be added to the \$90,000.00 Gaming Grant and \$40,000.00 Tourism Grant. At this points, the construction of the Skate Park has been placed out for bid.

Mr. Emmuel Powell, 321 Lebanon Street – Mr. Powell stated that the Public Works Department does a good job with most things. He noted that the fire hydrants are often covered with snow after the plowing is completed. He recommended that a red flag be placed where fire hydrants are located so they can be more easily found should they be needed. Ms. Marcinko stated that she would discuss his concern with the Fire Department.

Council Concerns:

Ms. Kratzer – thanked the Police Department for their speedy response to the Snow Emergency Proclamation. The Proclamation was made at 9:00pm and at 9:06pm she saw two cars parked in the emergency route being towed. She also thanked the Department of Public Works, which went over and beyond minimum expectations to perform their jobs during the snow storm.

Mr. Segina – Noted that there was a fire on Third Street and the Steelton Fire Department, assisted by the Harrisburg Fire Department did a good job of extinguishing the fire. He also thanked the Public Works Department for their work during the snow storm.

Ms. Hodge – Thanked the people for coming out to the Council meeting. She thanked the Department of Public Works for their work during the snow storm. Ms. Hodge also requested that people support the Harrisburg Fire Department who responded to a fire that ended in tragedy, not only for persons who were lost in the fire, but also for the Fireman that was killed on his way to the fire. Ms. Hodge suggested removing cars on Second Street in stages during announced times for snow removal. Finally, she requested that persons contact their Congressmen requesting they take action to prevent a cut Community Block Development Grant funds, which are used to support community work.

Mr. Singh – Reported that the solid waste codes were suspended during the snow period, however they will be enforced March 24, 2017. He has reviewed the last permit drawings for Term Wellness which covers 55 sq. ft. which represents \$86 million in construction cost. Mr. Proctor asked about how the Codes Department was handling persons who are putting their trash out on Monday. Mr. Singh stated that the Department has written 1,265 warning tickets to property owners for putting trash out too early or/or for not removing them from the street/alley in a timely manner. Codes allow trash can be put out 12 hours before scheduled pickup.

Mr. Wion made no comment.

Mayor Acri thanked the Department of Public Works and Fire Department for their good work. He also remarked that the clock had been changed to daylight savings time immediately after the time change and he appreciated the timing of the change.

Vice President Marcinko – First Responder Lt. Nate Martin and Mr. DeVos received an Award of Valor. Mr. DeVos was a 17 year Fireman on the Harrisburg Fire Force who was killed in an automobile accident as he traveled to fight a fire in Harrisburg that ended tragically. Mr. DeVos joined his colleagues fighting a fire on Third Street in Steelton. He will be missed.

Executive Meeting:

Mr. Albert moved and Mr. Proctor seconded the motion that the meeting be recessed so the Council can move into Executive Session to discuss a legal issue.

Adjournment:

Following the Executive Session, Mr. Albert moved and Mr. Proctor seconded the motion that the March 20, 2017 Steelton Borough Council Meeting be adjourned at 8:10 p.m. The motion carried by a unanimous vote.

Steelton Borough Council Agenda
April 3, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions between meetings:

Approval of minutes from previous meeting - March 20, 2017

Approval of Police Department February 2017 Report

Public Comment of Agenda items only:

Presentations:

Mr. Medinsky and Mr. Hulshizer

Presentation of Final Report for the CDBG-
DR Sewer Cleaning & Inspection Project

**6:45 P.M. – RECESS FOR PUBLIC HEARING
ON THE ZONING REVISION AMENDMENT REVISING PARKING REQUIREMENTS
FOR MEDICAL MARIJHAUNA GROWERS/PROCESSERS**

Mr. Mendinsky

Monthly Engineers Report

Communication:

PA Department of Transportation
Transportation

Bureau of Planning & Research,

Planning – Collection of Traffic Data
in Borough

PPL Electric Company

Replacement of Meters at the
Borough Office

Harrisburg Area Transportation Study

April Committee Meetings

BNY Mellon

Police Pension Fund

PA State Assoc. of Boroughs

PSAB Update

Dauphin County Office of Tax Assessment

Correction of Property Record

	Assessment of 280 L Street B2 - lowered
	Assessment of 204 Adams St. lowered – Change Repository Sale
	Assessment of 2440 S. 4 th St. Increased – Land Consolidation
	Assessment of Ridge St. Increased – EOY, Re-Sale of Previous Repository Property
Dauphin County PA Industrial Development Authority	Aguas Para La Vida Share Grant Status Steelton Borough Share Grant Status
Dauphin County Conservation District	Erosion & Sediment Pollution Control Plan Review Fees
Douglas Brown	Herman Paredes Complaint Reply
PA Emergency Management Agency	TMI Reception & Mass Care Centers
Unfinished Business:	
Mr. Wion	Approval of Resolution 2017-R-___, Steelton Vacancy Board Chair
Mr. Proctor	NEDC Committee Recommendation: Rod Brookin Summer Basketball League
Mr. Proctor	NEDC Committee Recommendation: AAMA Community Garden
Mr. Proctor	NEDC Committee Recommendation: East End Electronic Recycling – Use of 1 Public Works Truck and Staff
Mr. Proctor	NEDC Committee Recommendation: Special Exception for Ms. BJ Baker Establishing Special Purpose Parking at Reading Street

Mr. Brown	Review of Street Banner Proofs and Authorization to Purchase
Ms. Marcinko	Public Works review of 139 Adams Street Request for Sewer Relief
Mr. Wion	Approval of Codes Mobile PMO Device Purchase Through United Public Safety
Mr. Brown	Approval of Addendum to 2016 Audit Agreement with ZA for Additional Services Related to Single Audit
New Business:	
Mr. Wion	Approval Resolution 2017 – R__ & Resolution 2017 – R__ Regarding House Bill 290
Mr. Brown	Approval of Payment to Gary L., Jr. Evacuating & Trucking, LLC for Snow Removal Trucking, LLC
Mr. Mendinsky	Approval of Bid Award to Arment Concrete for Base Bid of \$136, 4400 for Steelton Skate Park Project
Mr. Mendinsky	Approval of Payment Application #3 to Steel City Contracting for Work on Midget Baseball Field
Mr. Brown	Approval for Purchase Volvo Wheel Loader in the Amount of \$133,940
Mr. Brown	Approval for Purchase of Steelton Sign in the Amount of \$5,045.60
Mr. Brown	Approval of Quote for Lawn Care Services
Mr. Wion	Approval of Ordinance 2017-2017-2 Amending the Zoning Ordinance to Revise Parking Requirements for Medical Marijuana Growers/Processors

Ms. Marcinko

Approval of Drafting a Parking Ordinance for the East End for Purposes of Street Sweeping

Ms. Marcinko

Repainting Fire Lane-Hydrant Doors

Mr. Brown

Approval of Mary Caricato to Codes Appeal Board

Mr. Brown

Request for Approval of Special Purpose Parking for Joseph Shore

Council Concerns:

Public Comments:

Executive Session: To Discuss Legal Issues

Adjournment:

Steelton Council Meeting Minutes April 3, 2017

Present:

Jeffrey Wright, President
Maria Marcinko, Vice President
Brian Proctor, President Pro-Tem
Michael Albert
Kelly Kratzer
Michael Segina

Thomas Acri, Mayor
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Bruce Hulshizer, Engineer
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Councilwoman Keontay Hodge Douglas Brown, Borough Manager

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright

Moment of Silence:

Mayor Acri led the body in a moment of silence in respect of those who lost their lives in the service of their country and other loved ones.

Executive Sessions between meetings:

Mr. Wright announced that there were no Executive Sessions held between meetings.

Approval of minutes from the March 6, 2017 meeting:

Ms. Marcinko noted two errors in the minutes as presented. The first is on page five, paragraph three of the document. Ms. Marcinko clarified that a person on the Municipal Ballot does not need to complete the form required by the Pennsylvania Ethics Act. The second occurred on page seven, paragraph five. She corrected the name of the First Responder who received the award from Lt. Martin Bade to Lt. Nate Martin. Mr. Proctor moved and Mr. Albert seconded the motion that the minutes be approved with the correction noted. The Council cast a unanimous vote to pass the motion.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Presentations:

Mr. Justin Mendinsky and Mr. Bruce Hulshizer of Herbert, Rowland & Grubic, Inc., presented the Final Report for the Community Development Block Grant-Disaster Relief (CDBG-DR) Sewer Cleaning and Inspection Project. A CDBG-DR grant provided funding for the project.

A slide show was presented showing the work captured by the sewer cameras during the project. The pictures showed some of the problem in the Borough's 100 year old brick and terra cotta storm and sanitary sewer mains. Mr. Hulshizer stated that the sewer system is in pretty good condition considering the age and materials used for construction. However, the pictures showed some partial blockages due to a collection of debris or partial collapse of pipes which slow down the timely flow of sewage. The cleaning produced a good outcome which is shown by more debris showing up at the end of the systems. Even though the work completed during this project had a good outcome, there are many points of need in the Borough's storm and sanitary sewer systems that must be addressed through capital improvements.

Mr. Hulshizer stated that there is a lot of work to be done to repair the broken and partially closed pipes, some of which could cause a lot of damage since they are located under commercial buildings. Since correcting the current problems will be extremely costly, the report presented contains a list of priority projects for capital planning purposes. Mr. Albert moved and Mr. Kratzer seconded the motion to accept the Final Report as given. The Council cast a unanimous vote to accept the Final Report for the CBH-DR Sewer Cleaning & Inspection Report.

Public Hearing:

At 6:40 p.m. President Wright called for a recess of the Council Meeting to conduct a Public Hearing on the Zoning Revision Amendment Revising Parking Requirements for Medical Marijuana Growers/Processors. Following the President's statement of introduction, the floor was opened for public comment. The following public comments were offered:

Ina C. Alcendor, 109 Conestoga Street – Ms. Alcendor wanted to know where parking was being increased, where it would be and if it would be off street parking. Mr. Wion responded that the zoning codes required a certain amount of space depending on the type of operation. For example, a medical facility would require a certain number of off-street parking spaces per doctor. The current zoning requirements do not fit because the number of on street or off street parking spaces required for the growing and manufacturing are not necessarily the same. The leases with Temescal Wellness are in place and meet the guidelines according to the Department of Health. The lease agreement is for a 50,000 square foot grower processor building that will be a part of the Renaissance Row Project. Ms. Alcendor asked what the Borough will receive for supporting this project. Ms. Marcinko responded that more employment opportunities and additional tax revenue will be helpful to the Borough. Ms. Alcendor asked if there were going to be twelve in the region. It was clarified that there would be two growers and 12 dispensary licenses. After holding the public hearing, the regular meeting of Steelton Borough Council resumed.

Mr. Wion requested that Council consider approving the Ordinance as presented. Mr. Proctor moved and Mr. Albert seconded the motion that Ordinance 2017-2 be accepted by Council. Council cast a unanimous vote in support of the motion.

Presentations, continued:

Mr. Mendinsky presented the Engineer's report, focusing on the active projects:

- ✓ **Fire House Improvement Project**
 - Phase II of the project is underway
 - After review of Phase I, HRG determined that some of the current problems with the building were due to Contractor error. It was noted that the drain cover was smaller than required by the contract and the contractor for Phase I, Lobar, Inc. has been asked to replace drain and the carpet that was damaged as a result of the inflow of water because of the drain size.

- ✓ **Midget Baseball Field CDBG Project**
 - A letter has been, written to the contractor, Steele City Contracting, LLC regarding the completion of the project. According to the contract, the project was to be completed by March 31, 2017. That date is passed and the project is not complete.
 - The letter also included a request for the Contractor's Certified Payroll information to support their Application for Payment #3. The contractor has asked for additional time to complete the project because of weather conditions.
 - An observation of the field showed that a lot of the work has been completed, including the installation of a steel building and new fence. At this point, what remains is to fix up and seed the field which received some damage because of equipment use.
 - Members of the Council expressed concern about the field being ready at the beginning of baseball season.

- ✓ **Members of the Council expressed concern about the condition of the field.** Ms. Marcinko asked if the sod had been destroyed. Mr. Mendinsky stated that the sod needs some care, but it is not too bad. He also noted that there were a lot of deer prints on the field and additional damage created by deer may cease with the total completion of the fence.

- ✓ **Mulberry Alley and Bessemer Street Infrastructure Improvement Projects**
 - Work on the project, which is being completed by R-III Construction, is substantially completed.
 - Final Pavement restoration and additional work associated with the construction/modification of the new ADA ramps that meet PennDOT standards must be completed.

- Final work on the project is expected to be completed by the end of April, weather permitting.
- ✓ **Adams Street Townhomes**
 - The feasibility study has been completed.
 - Paperwork is prepared to bring the request for variances and exceptions before the Zoning Board. All necessary items are ready to be presented to the Planning Commission.
- ✓ **Mohn Street Tot Project**
 - A pre-construction meeting was held the contractor, Kinsley Construction, March 28, 2017.
 - Construction on the project is scheduled to begin May 1, 2017
 - Mr. Brown has written Dauphin County to request a 60 day extension of the grant that is being used to fund this project.
- ✓ **Skate Park Project**
 - The bid was advertised through the PennBID electronic process.
 - One company, Arment Concrete, responded to the request with a bid of \$136,440.
 - Since this company met all the requirements set forth in the bid, including documentation that has successfully constructed skate parks, HRG recommends that the bid from Arment Concrete be accepted by Council.
 - HRG has assisted the Borough in obtaining the necessary easements to allow the company to enter onto neighboring commercial properties during construction. Those companies are Hummer Enterprises Limited Partnership and McCarthy Tire Service.
- ✓ **Waste load Management Report**
 - The 2016 Chapter 94 Waste load Management Report was sent to Capital Region Water for their overall Chapter 94 Report submission to the PA Department of Environmental Protection (DEP).
- ✓ **Washington Street Sewer Rehabilitation**
 - The field survey of the project has begun and a design has been started and applications for necessary permits have been started.

Following the Engineer's Report, Mr. Albert moved and Mr. Proctor seconded the motion that the report be accepted as presented. The Council cast a unanimous vote accepting the motion.

Communication:

The Council received the following communication:

PA Department of Transportation send a letter explaining that it is engaged in a project that will include collecting data regarding the flow of traffic in the Borough.

PPL wrote to inform the Borough that it will replace the electric meter in the Borough Building.

Harrisburg Area Transportation Study sent information regarding upcoming Committee Meetings.

BNY Mellon supplied information detailing the monies held in the Police Pension Fund.

The Pennsylvania State Association of Boroughs sent an update of information regarding legislation and other information of interest to Boroughs.

The Dauphin County Office of Tax Assessment informed the Borough of the following changes in tax assessments:

- A correction of Property Record Assessment of 280 L Street, B2 in which the assessment was lowered due to error in the Property Record.
- The assessment rate of 204 Adams Street was lowered because the property was obtained through a Repository Sale.
- The assessment of 2440 South Fourth Street was increased due to land consolidation.
- A Ridge Street property value was increased because it was resold Repository Sale property.

Dauphin County PA Industrial Development Authority wrote two letters. The first was to inform the Borough that the grant application supported for Aguas Para La Vida was denied. The second letter informed the Borough that the grant application to fund a Steelton Borough Community Center and Library was denied.

Dauphin County Conservation District wrote the Borough with information concerning Erosion and Sediment Pollution Control Plan Review Fees.

Douglas Brown, Steelton Borough Manager wrote a letter in reply to a complaint filed by Mr. Herman Paredes.

PA Emergency Management Agency shared TMI Reception and Mass Care Center information.

Unfinished Business:

Action on Approval of Resolution 2017- R-__ which would fill the Steelton Vacancy Committee Chair position was tabled for the second time pending the entire Council's review of the resume of the person who has expressed interest in the position.

Mr. Proctor presented the **Neighborhood Economic Development Committee (NEDC)** recommendation that the Council approve the Summer Basketball League operated by Rod Brookin. The League is available to youth ages 9-16. The League will practice and play at Municipal and Bailey Parks. Mr. Albert moved and Ms. Marcinko seconded the motion that the

request of the NEDC be approved. The motion was passed by a unanimous vote from the Council.

Mr. Proctor presented the recommendation of the NEDC that the **African Ministerial Alliance of Steelton and Vicinity (AAMA)** be approved to operate a Community Garden and Compost in Municipal Park. Reverend Ssonko, pastor of Monumental African Methodist Episcopal Church represented the group at the Council meeting. She and the Council discussed the possible placement of the garden. Suggestions included the old sand lot adjacent to the walkway, and the grassy area next to the Pavilion. Concern was expressed that the garden is not accidentally located in an unkempt section of Baldwin Cemetery. Ms. Marcinko moved and Mr. Albert seconded the motion that Council approve the request of the AAMA to establish a Community Garden following the development of a Memorandum of Understanding regarding the relationship between the AAMA and the Borough and a specific plan for location. The motion was approved by a unanimous vote of Council.

Ms. Marcinko presented the recommendation of the NEDC that an electronic recycling point be designated in the East End of Steelton. A person volunteered the use of their truck, so this project can be completed at no cost to the Borough. No one on the Council raised objections to the project. No vote was taken.

Mr. Proctor presented the recommendation that a Special Purpose Parking be granted to Ms. Barbara Jean Baker. In accordance with the recommendation of Mr. Proctor, Mr. Albert moved and Ms. Kratzer seconded that the Council overrides the recommendation of the Police Department and the Special Purpose Parking Permit be issued. Further, that the Police Department make a visit to Ms. Baker's home on Reading Street and take the specific measurements for the location of the parking place. The motion was passed by a unanimous vote of Council.

In Mr. Brown's absence, the review of Street Banner Proofs and Authorization for purchase was tabled until he is present.

The review of the 139 Adams Street request for sewer cost relief was again tabled. Mr. Wion reiterated the point he made at the last meeting stating that the Department of Public Works should check the meters and the Borough should contact Capital Region Water to determine how much they were paid for processing the water. Once that information is obtained, the Borough can determine if it will refund all, part or none of the difference between what the Borough paid and what the Borough charged. Ms. Marcinko stated that following the Public Works Committee meeting Mr. Brown was to gather the information. Ms. Marcinko did not have the information available for this meeting.

Mr. Wion, having reviewed and approved the contract, re-presented the request of the Codes Department to purchase Mobile PMO through United Public Safety for a startup cost of \$14,015.00 and an annual cost of \$4,776.00. Ms. Marcinko moved and Ms. Kratzer seconded

the motion to purchase the Mobile PMO equipment. The motion passed by a unanimous vote of the Council.

President Wright moved to the next item on the agenda which was the request to approve the Addendum to the 2016 Audit Agreement with ZA for Additional Services Related to Single Audit. Ms. Marcinko stated that the paperwork was presented at the last meeting, however there were some questions that only Mr. Brown could address. President Wright determined that the request would be tabled again pending Mr. Brown's explanation.

New Business:

Mr. Wion requested approval of what would become Resolution 2017-R-15 which request the State Legislature remove the prize limit for small games of chance operated by licensed, eligible organizations. Mr. Proctor asked if this resolution was regarding private clubs, and Mayor Acri explained that the organizations that run the games of chance donate money to various charities, such as the Police Department, Fire Department, CATS and the Veteran's organizations. Ms. Marcinko moved and Mr. Albert seconded the motion that Resolution 2017-R-15 be approved. The Resolution was passed by a unanimous vote of the Council. Resolution 2017-R-16 requested the ability to use radar equipment be expanded from use by PA State Police to any Police Officer. Mr. Albert moved and Ms. Marcinko seconded the motion that the Council approve Resolution 2017-R-16. The motion was passed unanimously.

Council considered approving payment to Gary L. Templin, Jr. Excavating and Trucking, LLC for Snow Removal. The company submitted invoices that totaled \$2,610.00. Mayor Acri confirmed information stated by Ms. Marcinko that since snow was called a State of Emergency, the cost incurred by the Borough can be reimbursed by the State. Ms. Marcinko moved and Ms. Kratzer seconded the motion that Gary L. Templin, Jr. Excavating and Trucking, LLC be paid as requested and the Borough request reimbursement from the State. Council passed the motion by a unanimous vote.

Mr. Medinsky requested approval of Payment Application #3 to Steel City for contracted work on the Midget Baseball Field. Mr. Albert moved and Mr. Segina seconded a motion that the request for \$31,128.18 be paid to Steel City if they meet the requirements of HRG including the submission of a certified payroll list. The motion was approved unanimously.

Ms. Marcinko presented to Public Works request for approval to purchase a Volvo Wheel Loader for the amount of \$133,940. Mayor Acri stated that he understood the Borough could not plow River Alley because the equipment was too large to fit and he questioned the purchase of this piece of equipment instead of a skid loader. Ms. Marcinko explained that the company loaned the Borough the piece of equipment and it was used to clear the River Alley area. There were two other presentations, however, following the recommendation of the Public Works Committee, Ms. Marcinko moved and Mr. Albert seconded the motion that

Council approve the purchase of the Volvo Wheel Loader. The motion was unanimously passed by Council. This was a budgeted item.

The agenda item submitted by Mr. Brown requesting approval to purchase a Steelton Sign to replace the one that was destroyed during the last storm was discussed. The requested amount for approval was \$5,045.60. Ms. Marcinko explained that the insurance company had already been contacted and had committed to paying \$3,000.00. In the end, the Borough would only have to use \$2,045.60 of its funds. Ms. Marcinko moved and Mr. Albert seconded the motion that a payment of \$5,045.00 for replacement of the sign be approved. Council passed the motion by a unanimous vote.

Mr. Mendinsky asked that the request to approve Change Orders #1 and #2 for the Fire House Improvement Project Phase II be tabled.

Ms. Marcinko moved and Mr. Albert seconded a motion that the quote for from Hugh Jones, the current lawn services contractor, be approved \$900.00 per month. This is a budgeted item. The motion was passed by a unanimous vote of Council. Upon recommendation, Ms. Marcinko rescinded the motion so that all quotes that were submitted can be reviewed. Action on this item was tabled.

Ms. Marcinko requested approval of drafting a Parking Ordinance for the East End of Steelton to regulate parking in that area for street sweeping. Ms. Marcinko moved and Mr. Albert seconded the motion to authorize the development of an Ordinance to limit on-street parking to allow the street sweeper to operate in the East End. The Ordinance would not be in effect until 2018. The motion was passed by a unanimous vote of the Council.

Ms. Marcinko requested Council to approve re-painting the curbs around fire hydrants in the legal colors to indicate that it is a no parking zone. Fire trucks have had several accidents with vehicles parked in emergency areas. Ms. Marcinko also requested the Police Department vigilantly ticket cars parked in no parking zones. Ms. Marcinko moved and Mr. Albert seconded a motion that the curbs be re-painted. The motion passed by a unanimous vote of Council.

Council then considered the appointment of members to the Steelton Borough Codes Appeals Board. As suggested by Ms. Kratzer requested the item be tabled so that newly submitted applicants can be considered. Ms. Marcinko noted that no criteria has been developed to determine knowledge required for a person to effectively fill the position. Mr. Singh was tasked with developing the requirements and reporting back to the Council.

President Wright introduced the request that Joseph Shore be granted a Special Purpose Parking Permit. Ms. Marcinko talked with Mrs. Shore and with Lt. Detective Shaub regarding this case. She stated that the issue was not the availability of parking space because, as reported by the Police Department, an on-site parking space is available for his use. The issue is

his physical inability to traverse the steps into the building. Ms. Marcinko suggested that this a landlord/tenant issue that perhaps also one with the **Americans with Disabilities Act (ADA)**.

Council Concerns:

Mr. Proctor stated that there is a need to repaint the yellow lines on the curbs and enforced the no parking law to ensure the safety of the citizens. Ms. Marcinko stated that this was an issue that the Police and the Department of Public Works will work jointly on resolving this issue. Mr. Proctor also stated that he would prefer to receive the Council Agenda packet in hard copy rather than electronically.

Ms. Kratzer announced that Peanut Butter Easter Eggs will be available for sale from April 12th to Easter at the Steelton Fire House. She also announced that plans are underway to have a chicken barbeque this spring.

Mr. Segina, Mr. Albert, Chief Vance and Mr. Wion had no remarks.

Mayor Acri asked persons to mark their calendars for October 1, 2017. On that date there will be a program to honor the local Emergency Workers, Fire and Police personnel. The program will be held at Prince of Peace and will begin at 2:00 p.m.

Mr. Singh informed the body that the Planning Commission will meet at 6:00 p.m. Wednesday, April 5, 2017. The Zoning Hearing Board will meet on April 20th at 6:00 p.m.

Ms. Marcinko stated that Street Sweeping began April 3, 2017. Mayor Acri asked about the plans for the fire hydrant on the corner of Second and Walnut. Ms. Marcinko explained that it, as well as the hydrant on the corner of 3rd and Conestoga are to be removed. She thanked everyone for coming out to the meeting. She stated that tonight she was seeing how her tax dollars are spent because that was a lot of things funded. Ms. Marcinko asked the President for paper copies of the agenda items and he assured her that the issue will be resolved following discussion in the Executive Session.

Chief Minium informed the Council that the Department was still having problems with the phones. There is also a problem with the computers syncing between the cars the desk. He expressed hope that the problems will be resolved with the installation of the system from Comcast. Mayor Acri confirmed that there had been problems by sharing that he had received several complaints from the community regarding their inability to reach the Police Department. Other Council members also shared their experiences or experiences the public has had with the phones.

Public Comments:

Ina C. Alcendor, 109 Conestoga Street - Expressed concern about the unavailable fire hydrant located on 3rd and Conestoga Street. That hydrant is designated for replacement. Chief Vance

assured her that the fire hydrants 3rd and Watson and upper Conestoga were in good working order and will provide the necessary coverage for properties in that area.

Emmuel Powell, 321 Lebanon Street – He stated that the corner of Bessemer and Lebanon Street needs to have a four way stop sign. Between 5-7pm automobiles do not stop and it's dangerous for kids and dogs who often run out in the street. President Wright requested that the Department of Public Works and Police work together to resolve the issue. Mr. Powell questioned the need to purchase another snow plow. Mayor Acri stated that the Borough used to have 7 ½ foot plows that could handle the streets and the alleys, then Borough purchased 8 foot plows, but they cannot fit in the alleys. The new purchase is a skid loader that will improve the quality of service provided by the Borough.

Executive Session

President Wright called a recess at 8:08 p.m. so the Council move into an Executive Session to discuss legal and personnel issues. Council re-convened at 8:25pm.

At that time, Mr. Proctor moved and Mr. Albert seconded the motion to award the bid for the construction of the Skate Park be awarded to Arment Concrete for the sum of \$ 136,440.00

Adjournment:

Following the Executive Session, Mr. Proctor moved and Mr. Albert seconded the motion that the April 2, 2017 Steelton Borough Council Meeting be adjourned at 8:30 p.m. The motion passed by a unanimous vote of the Council.

Respectfully Submitted,

Douglas Brown, Secretary

**Steelton Borough Council Meeting Agenda
April 17, 2017**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between Meetings:

Approval of Minutes from previous meeting: March 6, 2017

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: March 201

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- NEDC Committee (Written Report)
- Public Works (Written Report)
- Codes Department (Written Report)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

Presentations:

Communication:

Unfinished Business:

New Business:

Mr. Brown

\$500 Donation to SCDF

Council Concerns:

Public Comments:

Executive Meeting:

To discuss pending litigation.

Adjournment:

Steelton Borough Council Meeting Minutes

April 17, 2017

Present:

Jeffrey Wright, President
Maria Marcinko, Vice President
Brian Proctor, President Pro-Tem
Keontay Hodge
Kelly Kratzer
Michael Segina

Dave Wion, Solicitor
Justin Mendinsky, Engineer
Douglas Brown, Borough Manager
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Michael Albert Thomas Acri, Mayor Eugene Vance, Fire Chief

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright

Moment of Silence:

President Wright led the body in a moment of silence in respect to those who lost their lives in the service of our country and other loved ones.

Executive Sessions between meetings:

Mr. Wright announced that there was no Executive Session held between meetings.

Approval of minutes from previous meeting:

The minutes of the April 3, 2017 Council Meeting were presented. Mr. Proctor moved and Ms. Marcinko seconded the motion that the April 3, 2017 minutes be approved with the following corrections: page 5 should read "will replace the electric meters" as noted by Ms. Marcinko. The Council voted unanimously to approve the motion.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of schedule of billing, requisitions, and change orders as presented for: March 2017

Ms. Marcinko moved and Ms. Kratzer seconded the motion that the Financial Report be approved as presented. The motion passed by a unanimous vote of the Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Chief Minium amended his report by adding additional information. Chief reported that during the month of March, the Department responded to 973 total calls for service of which 20 were point 1

major crimes and 46 were part two crimes. He stated that the Borough is above the State and National Standards for clearance rates. Other statistics of note were: 17 accidents, 8.25 hours of community policing, 2.7 hours of residence and business checks and 6.5 hours of foot patrol. The Department is at 26% of its budget with little overtime, and no additional overtime hours anticipated. *The Junior Police Academy* will begin in June and Middletown Borough has requested the opportunity to participate in the program. *Play-Time in the Park* will occur in the parks on Thursdays. This presents an opportunity for Officers to spend informal time with the children by playing games and other activities. Chief Minium requested permission to participate in the ABC 27 News ***Dancing with the Stars*** event September 23, 2017. Ms. Marcinko moved and Ms. Kratzer seconded the motion that Chief Minium be approved to participate in the ABC 27 News ***Dancing with the Stars*** event. The motion was passed by unanimous vote of the Council. He also requested approval to close the 200 block of Lincoln Street for the traditional Prom Review, which will occur on May 19, 2017. Mr. Segina moved and Ms. Hodge seconded the motion to close the 200 block of Lincoln Street on Prom Night. The motion passed by a unanimous vote of Council. Chief Minium reported that so far the Department has used \$2,500 in overtime in contrast to \$17,000 last year this time. He stated that the reduction of overtime is due with shift changes and the Union's agreement for the Department to use flexible scheduling. There are two part-time Officers and one full-time officer that can fill-in when a scheduled Officer is unable to report for work. In addition, there are more officers out during peak times, so the Department is able to handle the workload without the use of overtime. Ms. Marcinko stated that in 2011, 2012 and 2013 overtime was \$70,000, so the reported reduction shows that vast improvements have been made. Chief Minium stated that charts of the statistics will be available at the next Police Committee meeting. He also reported that calls for services are higher than in 2016, but crimes are lower. Juvenile arrest and contacts down by 15 whereas last year the Borough had the most Juvenile arrest in Dauphin County with a total of 242 arrest. Ms. Kratzer requested the dates of the Police Academy, The registration deadline is June 9 and the program begins June 22, 2017. She also requested the starting date for Play-Time in the Park. It begins May, 2017. Ms. Marcinko requested a report on the Dauphin County Department of Agriculture License and Rabies Check. Chief Minium reported that he has not had a response from them, however, during the previous week the Department participated with the Humane Society Officer in the service of some search warrants. After discussion, Mr. Segina moved that the current Ordinance on means of conveyance in the parks be waived during Police sponsored Skate Park events held in the parks. The motion was seconded by Ms. Kratzer. The motion was passed by a unanimous vote of the Council.

NEDC Committee (Written Report)

Mr. Proctor provided an oral report. He reported that the NEDC is working with Capital City Bass Masters to co-sponsor a Fishing Tournament. The Catfishing Tournament is scheduled to begin Saturday, August 19, 2017 at 6:00 p.m. and end in the afternoon of Sunday, August 20, 2017. Volunteers from the CBM will get a free parking permit at the Boat Dock for the entire fishing season. If a person who receives a free Permit does not participate as a volunteer at the Tournament, that person will receive a bill from the Borough for the price of a parking permit. Failure to pay the Permit cost will lead to the revocation of their Boat Dock privileges for one year.

Public Works (Written Report)

In addition to the written report, Ms. Marcinko gave additional information. She stated that the painting of curbs by the fire hydrants is scheduled to begin soon. Mr. Proctor re-iterated the point he made at the last meeting regarding the repainting of the yellow curbs which denote no parking. He

asked that Chief Minium enforce the no parking areas because parking in those areas result in dangerous situations.

Codes Department (Written Report)

Mr. Singh reviewed some of his March 2017 statistics. He, reported that: 10 permits were issued; no stop work orders or citations were issued; 31 Court Hearings were attended; 89 rental units were inspected which resulted in the finding of 438 different code violations; 17 rental properties passed inspection; 234 properties were visited for quality of life issues of which 104 received warnings, 54 received quick tickets, 474 notices of violations were issued and 4 properties were condemned. Mr. Segina asked if the Codes Department planned to sponsor Codes Safety Month again this year. Mr. Singh reported that plans are being made to request that May be declared Codes Safety Month. The information will be presented at the next Council Meeting. Mr. Segina will publish the information on the website.

Mayor's Report (Oral Report)

In his absence, the Mayor's Report was absorbed into the Borough Manager's Report.

Borough Manager's Report (Oral Report)

Mr. Brown: the Financial Report - the Borough currently has an operating surplus of \$ 200,000.00. The Finance Committee met and reviewed the quarterly Financial Statement. Efforts are being made to improve intersection safety by using traffic calming features and other methods to make the critical intersections safe. He stated that he will present information including suggestions from PennDot regarding making 2nd and Mohn Street safer. He continues to work on the Renaissance Row Project. Tri-County Housing Development Corporation did receive the PHFA Fair Funding Grant as well as the CDBG grant funds needed for the Adams Street Project. Plans for the Project are on hold, pending review by the Borough Planning and Zoning Committee Boards He met with the Steelton-Highspire School Board regarding the LERTA and a revised Ordinance will be presented later in this meeting. The Sewer Rate Study is taking shape and a draft of the study should be ready soon. Mr. Brown encouraged persons to sign the Honor Wall currently located in the lobby of the Borough Building. There are plans to present the Wall during the Veteran's Ceremony scheduled for May 6, 2017 at 1:00pm at Veteran's Park. The Borough is partnering with the Dauphin County Library System and plans have been made for a program entitled Let's Get Creative. The program is designed for children ages 7-12 and is an arts based program. He reported that the Comcast Project is in progress and completion of the high speed internet wiring installation at the Water Plant should be completed within 90 days. Mr. Brown also reported that a non-emergency DEP notice was sent out to the public. He reported that the Chlorine Contact Tank Project, which should alleviate the problem, is scheduled to be completed and operational by fall of this year. Two events scheduled for June of this year are the Annual Community Day and the Ron Brookin Summer Basketball League. Finally, Mr. Brown announced that he will seek input from Council and community members as he pursues the next round of grants and develops the budget for 2018. Mr. Segina stated that he read that Dauphin County Library System was promoting their new Mobile Wagon and Steelton was mentioned as an area they plan to serve. He instructed Mr. Brown to seek additional information, including when the Wagon is scheduled to be in Steelton so the information can be published on the website.

The President called for a motion to accept the Departmental Reports as presented. The motion was made by Mr. Proctor, seconded by Ms. Marcinko and carried by a unanimous vote of the Council.

Presentations:

There were no presentations made during the meeting.

Communications:

In compliance with current laws, Andrew P. Hollern, E.I.T. from HRG sent the Borough notice that an application for a General Permit Registration will be filed on behalf of the Borough for the Washington Street Sewer Rehabilitation Project.

Dauphin County Planning Commission sent a copy of the 2017 Draft Update of the Dauphin County Comprehensive Plan for review and comment. Any comments should be filed within the required 45-day review period.

Scott T. Wyland, Salzmann Hughes, P.C. Law Firm requested approval of a Conflict of Interest Waiver since the it represents both the Suburban Municipalities group (of which Steelton Borough is a member) as well as Capital Region Water. The waiver details the intention of the Law Firm to exclude themselves from issues between the Suburban Municipalities and CRW, under which circumstances the group will need to seek other Council. After discussion between the Solicitor and Council members, Ms. Marcinko moved and Ms. Kratzer seconded the approval of the Conflict of Interest Waiver. The motion was passed by a unanimous vote of Council.

Dauphin County Office of Tax Assessment reported a decrease in the tax assessment for 528 Lincoln Street due to a clerical error.

The Flyer for the Ron Brookin Summer League was presented.

Unfinished Business:

Mr. Brown requested approval to purchase Street Banners. He reported that the NDEC has reviewed several designs for Street Banners to be placed on Front Street. The budget for the purchase of flags was \$15,000.00 and the quote from the image 360 company is much lower than the budgeted item. Following discussion, led by Ms. Hodge regarding the need for the Borough to indicate that it is moving forward into the future, Council determined that both flag designs would be accepted and placed alternately along the Front Street corridor. The signs will read "Many Countries One People" or "Our Renaissance Starts Now" with "Welcome to Steelton" or "Thank You for Visiting Steelton" on the back of each flag. Mr. Proctor moved and Ms. Marcinko seconded the motion to purchase Street Flags for \$6,560.41. The motion was carried by a unanimous vote of Council.

Mr. Wion presented the Memorandum of Understanding between the Borough and the African American Ministerial Alliance for the development of a Community Garden for approval. A brief review of the document indicates:

- The Borough will permit the AAMA to use a portion of Municipal Park with the Borough determining where the garden will be located and how the area will be accessed.
- The Borough may terminate the agreement by giving 30 day notice or sooner if it is an emergency situation.

- Upon completion of use of the area, the ground will be filled with clean fill and compacted so the area will be available for other use.
- AAMA will develop and maintain the Community Garden by supplying water, at no expense to the Borough, but from an approved source.
- The Garden will be fenced with materials approved by Borough.
- Insurance requirements of the AAMA although the Borough will provide insurance as it deems necessary or appropriate.
- The Borough is not responsible for any damage done at the Community Garden.
- The AAMA will not maintain any equipment on site unless approved by the Borough.

The following concerns were brought up by Council Members: Ms. Kratzer requested the AAMA refrain from using toxic pesticides/insecticides or any harmful products in the garden; Ms. Marcinko requested the exact location and size of the garden be specified and method of access since the current Ordinance prohibits motor vehicles use in the parks. Mr. Wion explained that those concerns can be addressed with the currently prepared MOU. Mr. Proctor moved and Ms. Hodges seconded the motion that Council approve the MOU developed between Steelton Borough and the AAMA. The motion passed by a unanimous vote of Council.

Mr. Wion requested Council approval of an Addendum to the Agreement between the Steelton Borough, Tri County Housing Development Corporation, and Dauphin County Redevelopment Authority Regarding Parking Lot Property. The amendment must be made in order to accommodate current plans for development which do not include individual driveways for the Townhomes. In order to meet current zoning laws, this change in design requires at least ten parking spaces to meet zoning requirements. The agreement is for conveyance of four parcels of land owned by the Borough and located across the street from the project for use as parking for the Townhomes. The MOU also includes the development of a Home Owners Association to ensure property ownership issues, such as maintenance of the storm water system, are addressed by the homeowners. Council members asked for clarification on the location of the parking area and how the Homeowner's Association will operate. Following the discussion, Mr. Proctor moved and Ms. Hodge seconded the motion that Council approve the Addendum to the Agreement between the Steelton Borough, Tri-County Housing Development Corporation and Dauphin County Redevelopment Authority. Council passed the motion by a unanimous vote.

Mr. Proctor requested authorization for Mr. Wion to work with the Dauphin County Redevelopment Authority to Transfer 24-26 Adams Street to the Authority for Disposition. Mr. Proctor explained that Mr. Lin Jones has expressed interest in obtaining the property. The property is appraised \$40,000.00 and Mr. Jones offered to purchase the property for \$20,000.00. By conveying the property to the Redevelopment Authority the Borough is agreeing to allow the Authority to determine the use of the property. Should the Authority determine to sell the property, the Borough will have to make up the difference between the selling price and the price used by the Authority to obtain the property. Should Mr. Jones obtain the property, the Borough would have to pay approximately \$20,000.00, which is \$30,000.00 less than the \$50,000.00 amount budgeted for demolition of the building. Ms. Marcinko stated that Mr. Jones is requesting the property in order to re-establish it as an active funeral home. Although the building is not located on Renaissance Row, it will be considered a part of the Renaissance project. Mr. Proctor moved and Mr. Segina seconded a motion that the Council authorize Mr. Wion to develop a document transferring 24-26 Adams Street to Dauphin County Redevelopment Corporation for disposition. The motion was passed by a unanimous vote of Council.

Mr. Wion requested approval of what would become Resolution 2017-R-17 for Special Purpose Parking for

Barbara Jean Baker at 414 Reading Street. Ms. Baker's request had originally been denied by the Police Department because, according to current zoning laws, there is not enough street space available to approve her request. The NEDC recommended that Council override the zoning restriction and allow Ms. Baker to have Special Purpose Parking in front of her home. The Police Department conducted another study and determined the exact location to be designated. That location is stated in the Resolution. Ms. Marcinko moved and Mr. Proctor seconded a motion to approve Resolution 2017-R-17, Special Purpose Parking for Ms. Baker at 414 Reading Street. The motion was passed by a unanimous vote of Council.

Mr. Brown requested that Council authorize Mr. Wion to advertise a Public Hearing and present the language of the LERTA Ordinance at the May 15, 2017 Council Meeting. Ms. Kratzer moved and Mr. Segina seconded the motion that Mr. Wion be authorized to advertise and schedule a public meeting to review the proposed LERTA Ordinance. Council made a unanimous vote supporting the motion. Upon the recommendation of Mr. Wion and Mr. Proctor, Mr. Brown was instructed to select a public hearing date separate from scheduled Council Meeting dates and invite Mr. George Conner, from Dauphin County, to attend the meeting.

Mr. Brown requested approval of New Investment Guidelines for Police Pension Plan. Mr. Wion interjected that the matter should be closely reviewed and discussed by the Finance and Police Committees and a representative of BYN Mellon to ensure the requirements of the Pension Plan are met. He suggested the Committee return to Council with a recommendation for action. Mr. Wion requested the issue be tabled until such action can be taken. Mr. Brown informed Council that Mr. Don Brown from BYN Mellon joined the December 2016 Finance Committee meeting and reviewed the intricacies of the investment plan. The materials presented at this Council meeting are the same materials reviewed by the Finance Committee. With that information, Mr. Wion stated that a recommendation could be made from the Finance Committee based knowledge from that meeting. President Wright requested the Finance Committee meet, review their December discussion and bring a recommendation to Council.

Ms. Marcinko stated that the request for sewage relief for 139 Adams Street was based on the belief that the water leak on the property did not go through the sewer system. After discussion between Ms. Marcinko, Mr. Wion, Mr. Segina, Mr. Brown and President Wright, Mr. Brown was instructed to calculate the cost of sewage charged and paid by the property owner for presentation to Council for review and decision.

Mr. Brown stated that the Borough presented a list of properties that require lawn services during the spring, summer and fall for consideration of those persons interesting in bidding on a lawn service contract. Mr. Q. Jones, who has already mowed some of the properties, placed a bid for \$23,400. Babil's Lawn Care bid was \$22,320.00, Simply Blessed Lawn Care bid \$20,560.00 and Hughes Lawn Care bid \$13,000.00. President Wright asked if the NEDC had made a recommendation and Mr. Proctor indicated that the Committee had not discussed this issue. Ms. Hodge asked if the companies would be investigated before hiring. Ms. Marcinko asked if references were requested. The answer was no. Chief Minium is familiar with Mr. Hughes' work and served as a reference him. Chief also pointed out that Mr. Hughes is from this area, and the Borough promotes hiring locally. Ms. Marcinko noted that he is also the lowest bidder so should be hired for that reason. Ms. Hodge moved and Ms. Kratzer seconded the motion that Hughes Lawn Care Service be contracted to provide lawn care to the Borough. The Council voted 6-1 to hire Hughes Lawn Care Service. The dissenting vote was cast by Mr. Proctor.

Mr. Brown requested approval of an Addendum to 2016 Audit Agreement with ZA for Additional Services. Mr. Brown explained that because the Borough received over \$750,000.00 in Federal grants, the law requires that a separate audit of those funds. The addendum covers the cost of conducting the single audit required by law.

Ms. Hodge moved and Mr. Proctor seconded the motion that the Addendum the 2016 Audit Agreement be approved. The motion passed with a unanimous vote of Council.

In response to a request made by persons working in the Fire House, Mr. Mendinsky requested approval of Change Order #1 - Fire House Improvement Project Phase II for installation of a new restroom fan. The monies for the change is included in the grant which is funding the project. Mr. Proctor moved and Ms. Hodge seconded the motion that Change Order #1 in the amount of \$1,450.44 be approved. The request was approved by a unanimous vote of Council. Mr. Segina asked if work on the project would be completed before the election primary. Mr. Mendinsky indicated that if the work was not completed, that something would be worked out to ensure that construction does not interfere with the electoral process.

Mr. Brown stated that, in response to instructions from the previous Council meeting, Mr. Singh is developing requirements for persons appointed to the Codes Appeal Board. The requirements will be presented to the NECD for review and presentation to Council.

Mr. Brown recommended Ms. Nykol Williams be appointed the Vacancy Board Chair. Ms. Hodge moved and Ms. Marcinko seconded the motion that Resolution 2017-R-18, appointing Ms. Williams as Vacancy Board Chair, be passed. Ms. Marcinko asked if an appointed person must be registered voter in Borough. Mr. Wion responded in the affirmative. The motion was amended to state that Resolution 2017-R-18 be passed, contingent on confirmation that Ms. Williams is a registered voter who resides in Steelton Borough. The motion was carried by unanimous vote of Council.

New Business:

Mr. Brown reminded the Council that making a donation of \$500.00 to the Steelton Community Development Foundation was originally discussed at the December 2016 meeting, however, no action had been taken. The NEDC requested it be brought before Council for action. Mr. Proctor stated that this the funds for donation were acquired through the Vehicle Auction, so has no impact on the 2017 Budget. Ms. Marcinko asked how the funds will be used. Ms. Hodge stated that the Foundation has not met during the new year so no decision has been made. Ms. Marcinko recommended the funds be earmarked for use to pay Borough fines for codes violations on property owned by the SCDF. President Wright stated that the funds will be used at the discretion of the Committee Chair. A roll call vote was cast. Mr. Proctor, Mr. Wright Ms. Marcinko, Mr. Segina voted to approve the motion. Ms. Kratzer cast a dissenting vote and Ms. Hodge abstained. The motion passed. President Wright reiterated that Ms. Hodge stated that once it is determined, she will report the use of the money to Council.

Mr. Brown presented a sample letter to be sent to the legislators regarding the continued need for Community Development Block Grant funding. The letter specifically details how the CDBG funds have helped Steelton Borough. Mr. Brown requested that persons in the community write the legislators. Mr. Proctor moved that the letter be approved and sent to the members of the U.S. Senate and House from this area. Ms. Hodge seconded the motion. Ms. Hodge requested that the letter made available on the Borough website as an example that persons in the community can use as a guide to develop their own letters. The motion carried by a unanimous vote of the Council.

Mr. Brown stated as a part of the Beautification Project the Borough is resuming maintenance of the flower pots and planters. He also stated that a meeting is scheduled with the contractor that planted the trees to discuss how the company will resolve the issue of the dead trees. Mr. Brown requested a continuation of the Beautification Project by making some changes to the area in front of the Borough Building. Ms. Hodge asked

Ms. Marcinko if the repair of the sidewalks disrupted by the growth of Borough placed trees should be a priority. It was determined that they were two different projects. Money for the Borough Hall Project would come from the general fund as a part of the funds designated for new flags. Mr. Brown had secured one bid to complete the Project. The bid was from Q. Jones, Inc. Mr. Proctor moved that Q. Jones, Inc. be contracted to complete the Borough Hall Beautification Project at a cost of \$3,918.00. Ms. Hodge seconded the motion which passed by a unanimous vote of the Council.

Mr. Brown presented a request for relief on the water/sewer bill at 25 South Third Street. Mr. Proctor asked how often the property owner has come before Council. Mr. Brown informed the body that this is rental property is owned by a person who lives in Arizona. The usage issue occurred in 2014 when an adjustment was made to the bill. Now the owner is saying that they have not been notified when leaks occur. Mr. Segina stated that the meter that was being used at that time was only reading at 80% so the bill was actually lower than the real cost of water used. The matter is being referred to the Water Authority for investigation, action and recommendation.

Mr. Brown reviewed the Constellation Energy Annual Report. He stated that the Borough has just completed the fifth year of the Energy Conservation Project which involves all of the Borough's operational buildings by using energy saving lighting, thermostats, variable frequency drives at the Water Plant and other measures. The measurements for this year indicate efficiency savings of \$39,654.00 which is more than the contractual guaranteed energy savings of \$36,950.00. There are other measures that will be put in place to continue improved energy use.

Mr. Brown presented color options for the equipment in the Mohn Street Tot Lot Project which must be determined so the contractor can purchase the equipment. After discussion, Mr. Proctor moved that the blue, tan with green accents color scheme be approved. Mr. Segina seconded the motion which was passed by a unanimous vote of Council.

Public Concerns:

Emmuel Powell 321 Lebanon Street requested clarification regarding the Adams Street parking issue. Council members informed him that the parking spaces would be restricted for use by residents of the townhomes and will be deemed the private property of those residents. Mr. Powell stated that the Cyrene Lodge had a letter stating that the members had unrestricted access to parking on Adams Street during public functions. President Wright requested that Mr. Powell present the letter to Council for review and action.

Council Comments:

Ms. Kratzer spoke on behalf of the Fire Department regarding attendance at the TMI Mock Drill. The program was sponsored through Dauphin County and FEMA. Ms. Kratzer, Mr. Singh, Mr. Brown, Lt. Det. Shaub and Mr. Segina attended the drill and it was a remarkable experience. She thanked the persons who participated for making the Easter Flower and Egg Sale a success. She further stated that a Chicken Barbecue Sale will be scheduled soon.

Mr. Segina made a statement regarding the recent water notice. He said that the Water Authority has been working hard to get the Water Tank Project moving. He has been a member of the Authority since 2015 and although progress seems slow things have been accomplished including getting the permits, getting approval from DEP, designing the new tank, and getting a low interest loan to prevent raising water rates. With the construction of the new Water Tank the current issues with the water will resolved. Mr. Segina thanked Brian Proctor for organizing the Easter Event and he stated that he plans to post pictures on the website.

Ms. Hodge thanked the body for coming to the meeting.

Mr. Singh stated that the Zoning Board will meet in Council Chambers at 6:00 p.m. Thursday regarding a residential property requesting permission to be used as a commercial property. At the next Planning Committee meeting, scheduled for May 3, 2017, the only item on the agenda so far is the Adams Street Project. May 18, 2017 the Zoning Hearing Board is scheduled to meet and continue discussion about the Adams Street Project and some other items. He voiced his concern about the funeral home planned for the corner of Second and Adams Streets. He stated that the streets are narrow and there are already traffic problems in the area. He has a concern about the Fire Department's ability to traverse the area when a funeral is in progress. He thanked Mr. Brown for his hard work behind the scenes and thank Mr. Wion for his work on the LERTA program. He stated that the program will stimulate new investments and re-investment in Borough properties. He also explained that the \$50,000.00 in the 2017 demolition account was put aside a safety net for use in emergency. Mr. Singh asked that the fund not be used for any other purpose.

Chief Minium announced that at the Police Academy, in response to a request from the Fire Department, will add a fire section to the curriculum. He thanked Mr. Brown for his support during his family crisis stating that Mr. Brown was available to him whenever he needed him, which was often in the early hours of the morning.

Mr. Proctor was asking that the Public Works Department hangs new basketball nets on the playgrounds where need. He thanked the Italian Club for donating a new special needs swing to accommodate the growth of the child for whom the first swing was purchased. That original swing is available for use in another park, if needed. He also thanked persons for their attendance at the Council meeting.

Ms. Marcinko thanked Mr. Brown, Chief Minium and Mr. Singh for staying within the budget. She acknowledged that it was a difficult task with the increased cost of things and a limited budget, stating that taxes have not been increased in twelve years. Ms. Marcinko noted the irony of having to pay for an additional audit because of the receipt of over \$750,000.00 in federal grant funds. She stated that it was a lot of money for a little Borough. She also mentioned her concern about the water issue the Borough continues to face, and expressed her desire for resolution of the problem.

Council moved into Executive Session at 8:27 p.m. to discuss legal and personnel matters.

The meeting resumed. Mr. Segina moved and Ms. Kratzer seconded the motion that the Steelton Borough Council Meeting be adjourned at 8:42 p.m. The motion carried with a unanimous vote of Council.

Respectfully submitted,



Douglas Brown, Secretary

MINUTES
Public Hearing of Steelton Borough Council
May 8, 2017 6:30 PM
Steelton Borough Hall

Present:

President Jeffrey Wright
Vice President Maria Marcinko
President Pro Tem Brian Proctor
Keontay Hodge
Kelly Kratzer
Michael Segina

Mayor Thomas Acri
Dave Wion, Solicitor
Douglas Brown, Borough Manager

Absent with cause: Michael Albert, Police Chief Anthony Minium, Fire Chief Eugene Vance, Thommie Leggett-Robinson, Executive Assistant

Call Hearing to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright

Moment of Silence:

Mayor Tom Acri led the body in a moment of silence in respect to those who lost their lives in the service of our country and other loved ones.

Introduction:

President Jeffery Wright addressed the body defining the purpose of this Special Hearing to Receive Public Comment In Relation To Affixing the Boundaries Of Deteriorating Areas or Neighborhoods For Tax Exemption Purposes

Public Presentations on LERTA/IDRPTE Boundaries for Ordinance

George Connor, Executive Director Dauphin County DCED and Redevelopment Authority Local Economic Revitalization Tax Assistance Program (LERTA Program)

In 2012 the Redevelopment Authority compiled a redevelopment plan which identified different blighted structures in the 40 municipalities within Dauphin County. Several municipalities in the County have experienced very successful programs. In 2012, plans were made to build 12 new homes on Adams Street. At that time there was no LERTA Program. In an effort to revitalize the Steelton Borough, the Redevelopment Authority was asked to assist in building the townhomes through the use of the LERTA Program. Mr. Douglas Brown, Steelton

Borough Manager stated that in 1976-1977 the State of Pennsylvania designed a way to encourage new developments and improvements in blighted areas. This was done by authorizing the easing of increasing tax based on reassessed property values. Harrisburg began using the LERTA Program in 2015. At this time, Steelton is suffering from blight throughout the Borough. The blight is concentrated in certain areas of the Borough, which as a whole has seen a significant lack of new development or redevelopment in the last ten years.

Last month Mr. Conner and Mr. Brown made a presentation to the Steelton-Highspire School District requesting a ten year 100% LERTA abatement. The School District did not approve their request as presented.

Mr. Conner explained that there are different types of LERTAS with different time limits and different percentages of relief. Mr. Wright requested clarification on the information regarding the School District's response. Mr. Conner stated that he and Mr. Brown requested Borough wide ten year 100% LERTA and the District only approved two areas for participation in the program. Mr. Wion stated that he understood that the program was approved Borough-wide but only Front Street and Adams Street Projects were approved for the ten year 100% program, thus creating two different districts. The second district will be a descaled version of LERTA. Ms. Marcinko asked if the School District gave a reason for making two separate districts. Mr. Brown stated that there was some hesitation regarding the decreased revenue if the entire Borough was included in the 100% abatement. Mr. Conner stated that the Borough has not lost anything since it will all be used for new and/or improved projects.

Using a power point slide presentation, Mr. Brown pointed out boundaries for the area that will receive full abatement. The area named the Town Center District covers: Front and Conestoga Streets to Strawberry Alley; Second Street from Adams Street to Strawberry Alley; Second and Walnut Streets to Fourth and Walnut Street and Elm Street and River Alley to Strawberry Alley. The rest of the Borough will have a five year 100% abatement. Mr. Conner stated that there were about 17 residential properties and 17 commercial properties were included in the original strategic plan. However, three additional commercial properties have been added. He stated that LERTA will spark development in Steelton and assist the town for revitalization. Three large projects identified in the strategic plan, Lykens, Hummelstown and South Allison Hill, were cited as successful programs that used the LERTA Program. The property at 101 Locust will be the first project. The Dauphin County Redevelopment Authority will partner with Steelton through the Land Bank Authority. The Land Bank Authority will partner with Habitat for Humanity which will provide volunteer labor. The Dauphin County Commissioners awarded Gaming Grant funds to the Land Bank Authority. Those funds will be used to purchase the materials for the project which is scheduled to begin in June or July.

A Second District, of non-C-1 properties, have been identified as blight with stagnate property values because of lack of development. Properties that have been identified as property maintenance issues are located on Ridge, Pine, Adams, Swatara Streets and some properties in the East End. Those properties that cannot be renovated will be demolished with funds provided to the Land Bank Authority by using Dauphin County Commissioner's Demolition Fund. Mr. Wright asked if the properties identified were owned by individuals or rental

companies and could the property owners apply for monies to improve them. The Dauphin County Land Bank can partner with non-profit, for profit and individuals to make necessary renovations. Mr. Wright asked about other persons using the funds to determine if there were other avenues for the identified properties other than demolition. Mr. Conner responded that properties will be assessed to determine if there is any chance that improvements can be made before identifying them for demolition.

President Wright called for questions from the audience or from Council. Mr. Proctor and Mayor Acri thanked Mr. Conner for his work. President Wright stated that anyone who would like to view the power point presentation should come to the Borough Office where it will be available. Ms. Kratzer asked if she could get a copy of the schedule. The President stated that copies would be made available.

Mr. Amrinder Singh, Codes/Zoning Officer for Steelton Borough presented a review of Blight within Boundaries of the LERTA District in the Steelton Borough. He stated that within the last ten years 1,818 properties have changed hands for a total cost of \$55.5 million. The average property sale was \$30,520. In 2016 \$6.8 million changed hands and the average property sale was \$29,169 which indicated that property values are stagnant. He shared statistics gathered through the Steelton Codes Department in 2016:

- Of 2571 properties only 93 building permits were issued. This means that 3.6% of the properties had work done on them.
- 20 stop work orders were issued for persons working on properties without building permits. The conjecture is that those property owners did not want the Borough to know that changes were being made, because doing so would increase the property values and taxes.
- 15 properties were condemned because of fire, structural damage, no utilities or no certificate of occupancy. This represents a little over .5% of the properties in the Borough.
- 93 work permits were issued for a total of \$1.1 million worth of improvements, but that means the average permit was only \$12,000. These numbers do not reflect a lot of change.
- The average rental property had about 9 code violations. Of the 385 rental properties inspected 3,361 code violations were found.
- Of the 309 property complaints filed, there were 2,104 code violations which averages 7 code violations per complaint.
- 1,553 quality of life issues (high weeds and grass, trash, animal waste violations) resulted in the Codes office issuing 1,319 warnings, 455 quick tickets and 333 citations.
- Steelton Borough passed Chapter 85 in 2011. This legislation is the vacant and abandoned real estate property registration program in which requires any financial institution connected with those properties to report a Notice of Default to the Borough. 186 notices were filed, which means in the past five years, 7.2% properties in Steelton have gone through the foreclosure process

- In the last survey conducted by the Codes Office, 180 properties are vacant, which is amounts to approximately 7% of the properties.
- According to 2011-2015 Census Bureau reports, owner occupied residential rates for the State of Pennsylvania is 69.2%, in Dauphin County the average rate is 63.5% while Steelton's is 48.3%.
- Again, according census statistics in the same period of time, the median value of owner occupied properties in the State of Pennsylvania is \$ 166,000. In Dauphin County the average property value is \$ 159,000 but in the Steelton Borough the average property value is \$ 92,300.
- According to census records the median selected owner cost without mortgage in the State of Pennsylvania is \$498 per month, Dauphin County's median is \$ 517 and in the Borough of Steelton, the median owner cost is \$581.

Mr. Singh stated that the numbers and by observation, owners are asking why they should put money into their properties. With the use of the LERTA Program, owners will be inspired to invest more into their properties which will increase property values and promote a higher quality of life for the residents.

Mr. Wright stated that if we put the onus on the owner of the property, particularly with rental property it is probable that this will increase rent cost. Ms. Marcinko stated that the owners will get a tax break for making improvements on their properties. She does not believe that the 93 permits reported reflects the true number of renovation being made in properties. Persons are concerned that their property values will increase, thus increasing their taxes. This means that the Borough needs to emphasis the tax break which will encourage property improvement. Mayor Acri asked what needs to be done to encourage the School District not to raise taxes. There was no answer to that question. The Mayor asked Mr. Singh to clarify the average property value in the Borough. Mr. Singh re-stated that the average owner occupied property, per the Census Bureau, is valued at \$92,300. There were no additional questions for Mr. Singh.

Steve Howe, Dauphin County Director of Tax Assessment presented information from the Tax Assessment point of view. He stated that the assessed values of commercial and residential properties between 2013 and 2017 decreased during this time period. However the tax exempt property assessments increased. This indicates that non-profit entities are growing, whether by number or the purchase of addition properties, either way, the tax base declines. Mr. Wright explained that with the abatement process the property owner will continue to receive tax notices based on the abated properties that we receive now. What is being abated is the assessment and consequence tax dollar for the next ten year, five or six years. The Borough will continue to receive the taxes on the properties that enroll in the program actually deferring the tax dollars to somewhere down the road so people will need to plan ahead ten years. Mr. Singh reiterated that the figures he gave during his presentation were accurate as of today.

Michael Pehur, Development Financing Consultant, submitted a written statement regarding LERTA effectiveness.

Mr. Segina stated that he thought this is a good program will help not only the Borough, but the School Board as well.

Adjournment

President Wright declared the Public Hearing closed at 7:22 p.m.

**Special Meeting of the Steelton Borough Council
May 8, 2017**

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 7:23 p.m.

Approval of minutes from previous meeting: April 17, 2017

Ms. Hodge moved and Mr. Proctor seconded that motion that the minutes of the April 17, 2017 Council Meeting be accepted as presented. The motion passed by a unanimous vote of the Council.

Public Comment on Agenda Items Only:

There were no public comments.

Special Order of Business:

Mr. Wion presented Ordinance 2017- 3, Amending the Code of The Borough of Steelton, Ch. 102 Taxation, to Add a New Article IX, Exemption From Taxes on New Improvements, for Council's consideration. Mr. Wion explained the ordinance and procedures used. The public hearing statutes require a Public Hearing be held for the implementation of a constitutional provision in order to give tax exemption on real property taxes on deteriorated property in order to be able to encourage developments. The initial Ordinance was written including the entire Borough as eligible for the ten year 100% abatement. However, the Ordinance was revised and advertised to include two distinctive areas and abatement requirements as agreed by the School District that is, a Town-Center District and Adams Street Addition with a ten year exemption with 100% of the value exempt and a Non Town-Center District which will be the rest of the Borough. In order for the program to be implemented, the School District and Dauphin County must file resolutions similar to the ordinance filed by the Borough. The provision for the tax exemption schedule regarding the Non Town-Center District was included in the ordinance. Ms. Hodge requested clarification of the action the Council should take since the ordinance has to be revised as advertised. In response to the ensuing discussion, Mr. Proctor moved that Ordinance 2017-3 to change the exemption schedule for Non-Town Center District be changed to read 100% for the first five years and exemption decreasing by 20% per year so that the schedule will be 80% exemption year six, 60% exemption in year seven, 40% exemption in year eight, 20% exemption in year nine and 0% exemption in year ten. Mr. Segina seconded the motion which passed by a unanimous vote of Council. Mr. Wion was granted permission to re-advertise the Ordinance with the revision. It is noted that the revision can be made to the ordinance if it is done within ten days from the time it is passed.

Other Business:

Mr. Singh requested approval for declaring May 2017 Building Safety Month. This recognition was developed to help raise awareness of building safety, the Borough of Steelton Office of Code Enforcement proudly celebrates Building Safety Month during May. Building Safety Month is a public safety awareness campaign to help individuals, families and businesses understand what it takes to create safe, resilient, affordable and energy-efficient homes and buildings. In addition, Mr. Singh requesting also requested that May 25, 2017 be designated Codes Safety Day. Ms. Marcinko moved and Ms. Kratzer seconded the motion to declare May Building Safety Month and May 25, 2017 Codes Safety Day. The motion was passed by a unanimous vote of Council.

Mr. Singh presented a letter from Mr. Michael Rozman resigning from Zoning Hearing Board. Ms. Marcinko moved and Ms. Hodge seconded the motion that the Council grant approval of resignation letter effective April 20, 2017 and that Mr. Brown send a letter to Mr. Rozman thanking him for his service. The motion passed by a unanimous vote of Council. Mr. Brown was granted permission to advertise the position

Mr. Brown requested Council approval to send Ms. Marcinko and Ms. Kratzer to PSBA Conference on May 9, 2017. Mr. Segina moved that Ms. Marcinko and Ms. Kratzer be approved to attend the meeting with a maximum stipend of \$250.00. Mr. Proctor seconded the motion which was unanimously passed by Council.

Mr. Proctor presented items from the NEDC.

- The committee would like to sponsor a Halloween parade. He asked Ms. Kratzer to work with Ms. Terry Carroll to plan and prepare for the parade.
- The Committee would like to rename Borough Hall the Frederick W. Douglas Building. Ms. Marcinko noted that Mr. Douglas was the first African-American Police Chief in the eastern part of the United States. She added that since there was no separate Police Station, he should be honored by renaming the building in which the Police Department is housed.
- The Committee recommends renaming Adams Street to Frank Brown Boulevard. Mr. Brown was the first African-American mayor of Steelton. Mr. Proctor stated that these are the first two changes the Committee would like to make. Other recommendations such as honoring Mr. Wiederman and others who have made significant contributions to the community are being considered.

Mr. Acri informed the Council that every property owner on the street must input on the renaming of street. Ms. Marcinko moved that Mr. Brown contact each property owner on Adams street to get their input of the renaming of the street and that they be given 30 days to respond to the inquiry. Ms. Kratzer seconded the motion and it was passed by a unanimous vote of Council. Ms. Kratzer moved that October 30, 2017 be designated as the day for the Steelton Halloween Parade which will be conducted on Second Street. Ms. Hodge seconded the motion which was unanimously passed by Council. Ms. Marcinko moved that Mr. Wion be authorized to prepare a resolution naming Borough Hall the Frederick W. Douglas Building, and

that the resolution be prepared for presentation by the next Council meeting. The motion was seconded by Mr. Proctor and was passed by a unanimous vote of Council.

Public Comment:

There were no public comments.

Council Concerns:

There were no Council concerns.

Executive Session:

Council recessed into Executive Session to discuss personnel and legal issues at 7:58 p.m.

Adjournment:

Council resumed the meeting. Mr. Segina moved and Ms. Kratzer seconded the motion that the meeting be adjourned. By a unanimous vote of Council, the meeting was adjourned at 8:00 p.m.

Respectfully Submitted,



Douglas Brown, Secretary

**Special Meeting of the Steelton Borough Council
May 8, 2017**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions between meetings: None

Approval of minutes from previous meeting: April 17, 2017 Council Meeting

Public Comment on Agenda Items Only

Special Order of Business:

Mr. Wion

Consideration of Ordinance 2017- 3 Amending the Code of The Borough of Steelton, Ch. 102 Taxation, to Add a New Article IX, Exemption From Taxes on New Improvements

Other Business:

Mr. Singh

Approval for Declaring May 2017 Building Safety Month

Mr. Singh

Resignation of Mr. Michael Rozman from Zoning Hearing Board – Board Approval of Resignation Letter

Mr. Brown

Approval to Send Ms. Marcinko and Ms. Kratzer to PSBA Conference on May 9th

Public Comment:

Executive Session: To Discuss Personnel Issues

Adjournment:

**Steelton Borough Council Meeting Agenda
May 15, 2017**

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between Meetings:

Approval of Minutes from previous meeting: May 8th Special Meeting

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: April 2017

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- NEDC Committee (Written Report)
- Public Works (Written Report)
- Codes Department (Written Report)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

Presentations:

Mr. Mendinsky

Monthly Engineer's Report

Communication:

Earl Coleman IV

Letter of Commendation – Officer Dennis Basonic

Mr. Brown

Minutes of NEDC & Public Works Committee Meetings

Dauphin-Lebanon County Borough Association

January 31, 2017 Meeting Minutes

Dauphin County Office of Tax Assessment

Changes in assessments for 310 Lincoln Street increase for construction; 28 S. 3rd St. decrease because of demolition

Donald D. Brown, BNY Melon Investment Management
Douglas Brown

Quarterly Investment Report
Letter to Dauphin County Development of Community & Economic Development

Requesting Approval in Change of Scope for Washington Street Sanitary and Storm Sewer Repair Project

Commendation to Police Department

Notice of Violation of Solid Waste Management Regulations– 400 Adams Street

Construction Schedules for Tot Lot Project & Fire House Phase II

Ms. Asknan Kharko & Mr. Will Williams Regarding Sewer Relief

Letter about 2018 Permit Requirements

Request for information regarding Community Flood Vulnerability for Repetitive Loss Homeowners

Request for Participation Brownfields Program

Information Regarding Service Line Warranty Program

Consideration of Ordinance 2017-3 Amending the Code of The Borough of Steelton, Ch. 102 Taxation, to Add a New Article IX, Exemption From Taxes on New Improvements

Approval of Sales and Use Agreements between Steelton Borough and Steelton Economic Development Corporation for Purposes of the Renaissance Row of Front Street Project

Kathleen Nenninger Insurance Claim

NEDC Recommendations

- Naming of Skate Park
- Approval of Board/Commission Candidate Application Form

Jeffrey Blystone, PA Commission on Crime & Delinquency

PA Bureau of Environmental Protection

HRG, Inc.

Douglas Brown

PA Department of Environmental Protection

Dauphin County Office of CED

Dauphin County Redevelopment Authority

National League of Cities

Unfinished Business:

Mr. Wion

Mr. Brown

Mr. Brown

New Business:

Mr. Proctor

Mr. Brown

Adoption of Resolution 2017-R-__ Setting the Rules & Guidelines for the Steelton Skate Park

Mr. Brown

Authorization to Develop Adopt-a-Park Program

Mr. Brown

Discussion of Increasing Hughes Lawncare Price from \$500 to \$650 based on Additional Properties Not on List

Mr. Brown

Discussion of Summer ResCare Employment Program for a Borough Clean Team Crew

Mr. Brown

Request to Approve Quote for Q Jones to Fix Concrete Wall at Midget Baseball Field in the Amount of \$800

Public Concerns:

Council Comments:

Executive Meeting:

To discuss pending litigation.

Adjournment:

Steelton Council Meeting Minutes

May 15, 2017

Present:

Jeffrey Wright, President
Maria Marcinko, Vice President
Brian Proctor, President Pro-Tem
Michael Albert
Keontay Hodge
Kelly Kratzer (via telephone)
Michael Segina

Thomas Acri, Mayor
Dave Wion, Solicitor
Justin Mendinsky, Engineer
Douglas Brown, Borough Manager
Bruce Hulshizer, Engineer
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Eugene Vance, Fire Chief

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright

Moment of Silence:

Mayor Acri led the body in a moment of silence in respect of all mothers, those who lost their lives in the service of their country and other loved ones.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the May 8, 2017 Public Meeting and Special Council Meeting:

Mr. Wion indicated that the following changes should be made to the Special Council Meeting Minutes under Special Order of Business. Beginning at line seven: The initial Ordinance was written including the entire Borough as eligible for the ten year 100% abatement. However, the Ordinance was revised and advertised to include two distinctive areas and abatement requirements agreed to by the School District that is, a Town-Center District and Adams Street Addition with a ten year exemption with 100% of the value exempt and a Non Town-Center District which will be the rest of the Borough. In order for the program to be implemented, the School District and Dauphin County must file resolutions similar to the ordinance filed by the Borough. The provision for the tax exemption schedule regarding the Non Town-Center District was included in the ordinance. Ms. Hodge requested clarification of the action the Council should take since the ordinance has to be revised as advertised. In response to the ensuing discussion, Mr. Proctor moved that Ordinance 2017-3 to change the exemption schedule for Non-Town Center District be changed to read 100% for the first five years and exemption decreasing by 20% per year so that the schedule will be is 80% exemption in year six, 60% exemption in year seven, 40% exemption in year eight, 20% exemption in year nine and 0% exemption in year ten. There were no corrections to the rest of the minutes. Mr. Proctor moved and Mr. Albert seconded the motion that the minutes be approved with the corrections noted by Solicitor Wion. The motion passed by a unanimous vote of Council.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of schedule of billing requisitions, and change orders as presented for: April 2017

Council reviewed the schedule of billing requisition, and change orders for April 2017. Mr. Albert moved and Mr. Segina seconded a motion to accept the schedule as presented. The motion carried by a unanimous vote of the Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department: (Written Report)

Chief Minium added the following to his written report:

The Police Department received a request from Candice Smith to hold a Block Party. Chief reported that the only problem with the request is that Ms. Smith's driveway will be blocked but this is acceptable to Ms. Smith. Mr. Albert moved and Mr. Proctor seconded the motion to approve Ms. Smith's request to hold a Block Party on Bailey Street between Lincoln and Ridge Streets July 8, 2017 between noon and 9:00 p.m. The motion was approved by a unanimous vote of Council.

Chief reported that there were a couple of pursuits during the past weekend, some from traffic enforcement and some were targeted. Those that were targeted were in response to drug complaints which caused the Department to look at certain individuals and activities. As a result, two arrest were made although additional persons are still at large, stolen guns were retrieved and a large amount of drugs were confiscated. The three cases are still open investigations. Because the information was reported on Crime Watch, the media is interested. Mayor Acri gave Chief Minium permission to participate, May 16, 2017, in an interview with Ms. Johnson to develop a press release.

North Harrisburg Street is experiencing a lot of neighbor disputes. The Department conducted foot action earlier today with Officers knocking on each door and talking with the residents. They are organizing a Neighborhood Block Meeting which, hopefully, will result in increased dialogue between the neighbors and resolution to the problems. By taking these two steps first, the Department is hoping to avoid moving to Neighborhood Dispute because of the large number of individuals involved.

Chief Minium reported that he and Officer Bret Palmer completed the training necessary to meet the National Crime Information Center's requirements. The Department is no longer on probation. He has been notified that out of 35 the departments in the area, this Department has been selected for an inspection by the FBI. He believes the records are in good order and there should be no problem with the inspection.

Finally, Chief Minium is aware of the issues going on after school. The Swatara Police Chief reached out to him and they have scheduled a meeting to develop a joint plan for dealing getting more involved with the school.

Mr. Proctor noted that Officer Webster has not had an official swearing in ceremony. He requested that the ceremony be held at the next Council meeting. Mr. Albert stated that he feels that Chief Minium is the best Police Chief that the Borough has ever had. He noted it is obvious that he is concerned about and cares for the youth in the Borough. Chief Minium thanked him for his remarks and stated that he and his family feel that they are a part of Steelton because of their involvement in Steelton activities.

Public Works (Written Report)

Ms. Marcinko brought the regular meetings of the Public Works Committee to Council's attention. She also noted that the Committee minutes were included in the Council packet.

Codes Department (Written Report)

Codes Officer Singh highlighted items in his written report. He stated that during the month of April 2017

- 15 work permits were issued
- 1 stop work order was issued
- 8 citations were issued
- 17 court hearings were attended
- 159 rental inspections were conducted which resulted in 691 codes violations being recorded.
- 30 rental certificates were issued.
- 129 properties were visited for quality of life inspections which resulted in the issuance of 89 warning and 21 quick tickets
- 7 notices of violations were issued with 48 violations recorded

Mayor's Report: (Oral Report) - No Report

Borough Manager's Report: (Oral Report)

Mr. Brown gave the Borough Manager's report. He reported that the General Fund was doing well with a beginning balance of \$ 1,279,130.19 and ending balance of \$2,041,087.37. The May 9, 2017 Skate Park Groundbreaking went really well. He stated that a diverse group of people attended the event which indicated a wide range of support from the community. Residents should be receiving the newsletter, which has been mailed out. The Adams Street Townhouse Project request for variances are scheduled for presentation before the Zoning Hearing Board later this week. The single audit over federal dollars spend in 2016 is being conducted. There is movement toward the assessment of the properties on North Front Street which will be discussed later in the meeting. The Rogele Company has replaced nine trees. Flower pots have been placed on the street and the Public Works Department has begun refreshing lines. Mr. Brown and Mr. Mendinsky attended a meeting with the United States Department of Agriculture (USDA) and discussed grants that may be available to finance other necessary storm water projects.

Mr. Proctor requested an update on progress being made with transferring the property at 24-26 Adams Street. Mr. Brown reported that there is a deed restriction on the property which is being discussed with the Redevelopment at this time.

NEDC Committee (Written Report)

Mr. Albert moved that the Department reports be accepted as presented. Ms. Hodge seconded the motion which passed by a unanimous vote of the Council.

Presentations:

Mr. Justin Medinsky of Herbert, Rowland & Grubic, Inc., presented the Engineer's Report prepared for the April 2017 meeting which was cancelled and included available updates.

- ✓ ***Phase II of the Fire House Improvement Project*** is in process.

- The new fan has been installed; work has begun to prepare the wall for new tile; they are preparing the necessary areas for the installation of new bay doors, conduit for the new fence and installation of new ballads around the gas facility.
- Mr. Mendinsky assured Council that the contractors understand that they cannot interfere with the Primary Election Day activities conducted at the Fire House.
- The contractor was able to find a canopy structure that reduced the cost of a new canopy by \$2,787.80.
- The previous contractor, Lobar, repaired the damaged carpet and replaced the drain cover for the exterior drain in the stairwell with the larger drain cover required by the contract.
- ✓ ***Storm and Sanitary Sewer Inspection and Cleaning Project*** – HRG has submitted a “Closeout Binder” to Dauphin County. The Binder included pertinent items from the Sanitary Sewer component of the project as well as HRG’s Final Recommendations Report. The Storm Sewer Project information has not been submitted pending the use of Community Development Block Grant (CDBG) for the Washington Street Project Sewer Rehabilitation. He and Mr. Brown met with USDA personnel to discuss the possibility of other grants that may be available for use to fund additional projects identified in the HRG report.
- ✓ ***Midget Baseball Field CDBG Project*** – On April 28, 2017 HRG and the contractor did a walk through examination of the project. He pointed out items that needed to be completed in order to fulfill contract requirements. The condition of the playing field is a large item that needs additional work. A letter has been sent to the contractor detailing the additional work that needs to be completed. A notice has also been sent to their surety company to inform them about the situation.
- ✓ ***Mulberry Alley and Bessemer street Infrastructure Improvements Project*** – essentially the project has been completed. The contractor was on-site today working to correct the ramp so that it meets requirements of the contract and American with Disabilities Act (ADA) requirements. The contract will be closed by the Borough Authority as soon as the work is totally completed.
- ✓ ***2016 Sewer Rate Study*** – Mr. Mendinsky and Mr. Brown have been met to review preliminary recommendations for modifications to various rate structure alternatives.
- ✓ ***Storm Management Program (MS4 Program)*** – The Permit Year ended March 9, 2017. HRG is preparing the Annual Report which is due June 9, 2017. They requested that the Borough submit information needed to complete the report on March 23, 2017.
- ✓ ***Adams Street Townhomes and Final Subdivision Land Development Plan*** – The Feasibility Study has been completed. Preparation is being made to present information to the Planning Commission and Zoning Board.
- ✓ ***Mohn Street Tot Lot Project*** – Shop drawings have been reviewed and approved for the new playground equipment. The contractor reported that delays are due to the unavailability of equipment, which they hope to receive and begin construction by the first of June. He and Mr. Brown have worked to ensure that, despite the delay, the funds remain in place for completion of the project.
- ✓ ***Skate Park Project*** – The Notice of Intent to Award letter has been sent to the low bidder, Armet Concrete, Inc. Signed Agreements and Performance and Payment Bonds have been received and submitted to Solicitor Wion for review. Upon his review, Mr. Wion suggested additional information from the contractor’s surety prior to issuing the Notice of Award/Notice to Proceed. As Mr. Brown reported, Groundbreaking Ceremony was well attended and work on the project will begin soon.
- ✓ ***Washington Street Sewer Rehabilitation*** – Applications have been filed for Highway Occupancy Permit from PennDot and with the Pennsylvania Department of Environmental Protection for General Permit PG-11. Things are almost in order to place the contract for bid. All things should be in place so the bidding can be opened June 21, 2017. Mr. Mendinsky requested approval to advertise the project for bid. Mr. Brown stated that this project has monies from three funding sources - Community

Development Block Grant for \$71,000, Local Share Grant for \$79,000 and \$100,000 from Community Development Block Grant - Disaster Relief.

President Wright called for a motion to approve the Engineer's Report, including the request to advertise for bids on the Washington Street Sewer Rehabilitation Project. Ms. Marcinko moved and Mr. Albert seconded the motion to approve all components of the Engineer's Report. The motion was approved by a unanimous vote of Council.

Mr. Segina acknowledged that HRG and the Contractor met April 28, 2017, then inquired about the original substantial completion date for the project's completion. Mr. Medinsky stated that the original date for completion of the Midget Baseball Field Project was March 1, 2017. HRG did set a subsequent date for substantial completion which was March 29, 2017. Both Mr. Segina and Mr. Medinsky remarked that the contractor has missed both dates for completion. Mr. Medinsky stated that this specific information was included in the notice sent to the surety Company.

Communications:

Mr. Earl Coleman, IV of Middletown, PA wrote a letter commending Patrol Officer Dennis Basonic for his interaction with his family during a difficult time for the Coleman family. President Wright instructed Chief Minium place the letter in Officer Basonic's in personnel file.

Mr. Douglas Brown submitted the minutes of the March 27, 2017 Public Works Committee Meeting and the March 28, 2017 NEDC Meeting for review by the Council.

The Council received a copy of the minutes from the January 31, 2017 Dauphin-Lebanon County Borough Association.

The Dauphin County Office of Tax Assessment informed the Council of changes in the assessments on two properties in the Borough. The assessment for 310 Lincoln Street was increased due to construction changes made on the property. The assessment for 28 South Third Street was decreased because the building on that property was demolished.

Mr. Donald D. Brown from BNY Mellon Investment Management Company submitted a Quarterly Investment Report.

Mr. Douglas Brown wrote a letter to the Dauphin County Department of Community and Economic Development notifying them of a changes in the Project Statement of Work for the Washington Street Sanitary and Storm Sewer Repair Project. The changes are necessary because of the partial funding of the project. Due to funding limits, the Blueberry Alley Storm Sewer repairs are deleted from the project; the Washington Street Storm Sewer repairs from Second Street to St. Mary's Drive have been removed from the project; and the Storm pipe at Washington across Front Street to the canal will be replaced as part of the project (this is the downstream pipe of the project and was recently found to be in need of replacement).

Mr. Jeffrey Blystone of the Pennsylvania Commission on Crime and Delinquency wrote a letter of commendation regarding the Police Steelton Police Department. Out of 575 Police Departments, the Steelton Police Department is one of 272 Departments that file the Victims Compensation Assistance Program Report within 15 days or less as requested. Their compliance with this request helps families receive much needed financial assistance in a timely and accurate manner. President Wright instructed Chief Minium to place a copy of the letter in his personnel file.

The Pennsylvania Bureau of Environmental Protection sent a copy of a General Inspection Report stating that on April 7, 2017 an unannounced inspection was made at the BWB, Inc., a demolition company located at 400 Adams Street. The company was found out of compliance with five municipal waste rules and regulations. The company was given time frames for compliance with the violations.

Herbert, Rowland & Grubic, Inc., the Borough's engineering firm provided the Council with the proposed construction schedule for the completion of Fire House Project - Phase II and the Tot Lot Project.

Mr. Douglas Brown shared a letter written by the Steelton Borough Water Authority to Ms. Asknan Kharko and Mr. Will Williams regarding their request for relief from sewer bill for Fenton Loft Apartments. Section 3.20 of the Rates, Rules and Regulations (RRR) of the Authority requires that all meters of four inches or above be tested semi-annually by an independent contractor approved by the Authority and a report of the testing be provided to the Authority. The Felton Loft Apartments failed to have the required inspection completed. This failure resulted in an inaccurate meter reading. Therefore the Authority has agreed to provide a onetime credit of \$467.17 to the account. Compliance with the Authority RRR including the immediate installation of a new four inch meter by a contractor approved by the Authority, and filing semi-annual reports is required. President Wright requested a letter from the Council be sent to the property owners approving the action of the Authority. Mr. Albert moved and Ms. Kratzer seconded the motion. Mr. Segina stated his understanding of the Authority's action. Mr. Brown clarified that the Authority agreed to 3% credit of the bill and the removal of penalties and interest related to the outstanding balance on the account from January, 2017, which will be the last two billings. The water portion amounts to \$ 2,799.89 and the sewer portion amounts to \$ 3,987.12. Mr. Segina stated that the relief was contingent upon the fact that they pay the bill in full, a statement that was confirmed by Mr. Brown. President Wright requested clarification on the action being requested from the Council. Mr. Brown responded positively when President Wright asked if the Council was being asked to approve 3% reduction. With that information, President Wright requested a motion covering the new information. Mr. Albert moved and Ms. Marcinko seconded the motion. The motion was passed by Council with two persons, Mr. Proctor and Ms. Hodge casting dissenting votes.

The Pennsylvania Department of Environmental Protection wrote the Borough regarding the 2018 Permit Requirements.

Dauphin County Redevelopment Authority sent a copy of a letter being sent to residents stating that Steelton has been identified as an area that experiences Repetitive Loss due to flooding. The Authority is requesting property owners share information regarding flood hazard. Questions include how flooding affects your property and any ideas about how to prevent future flooding of your property. Responses should be sent to Mr. Doug Brown, the Flood Plain Administrator for this area.

The Borough received correspondence from the Dauphin County Redevelopment Authority introducing a New Transformation Initiative involving the Brownfield Program. Mr. Brown has been invited to participate on the Transformation Initiative Advisory Team. At President Wright's request, Mr. Brown elaborated on the project. Mr. Brown stated that this is a notification sent from Dauphin County regarding the Brownfield Project. The Borough is already using a part of the funds to complete the Phase I assessment of the area designated for the Renaissance Project. The funds come from the large EPA grant received by the County that can be used by communities assess properties what are developable.

The National League of Cities wrote the Borough to introduce a Service Line Warranty Program. The program offers homeowners protection for in-home water supply lines and in-home sewer lines and all drain lines

connected to the main sewer stack that are broken or leaking inside the home after the point of entry. The administrator of the program is Utility Service Partners.

Unfinished Business:

Mr. Wion reintroduced Ordinance 2017-3. He reminded Council that on May 8, 2017 a Public Hearing was held to establish boundaries of the Districts for which there would be exemptions from taxes on new improvements and new construction. After an extensive review of the Ordinance by Council it was determined that, as advertised, the Ordinance would have to be amended, particularly in regard to the exemptions in the Non-Town Center District. Mr. Wion noted that the amendments to the minutes that was made earlier in the meeting were designed to clarify this issue. Permission to re-advertise the Ordinance was approved at the Special Meeting and the Ordinance was re-advertised. Mr. Wion presented the corrected Ordinance for approval of the Council. Mr. Proctor moved that Ordinance 2017-3 be approved as presented. Ms. Hodge seconded the motion, which was approved by a unanimous vote by the Council.

Mr. Brown brought a detailed 2017-R-12 Approval of Sales and Use Agreements between Steelton Borough and the Steelton Economic Development Corporation for purposes of the Renaissance Row of the Front Street Improvement Project back to Council. The Resolution has already been approved, however the specifics of the Sales and Use Agreement have been added. Mr. Wion also added information concerning the assumption of leases. With this action comes the transference of the three different properties (Temescal, Gonzales and Temescal Wellness). Mr. Proctor moved and Ms. Hodge seconded approval of the revisions. The motion passed by a unanimous vote of Council.

Mr. Brown presented information regarding an insurance claim made by Kathleen Nenninger, whose property is located at 25 South Third Street. The Authority met and reviewed the request for relief from Ms. Nenninger's sewer bill. Ms. Nenninger had a leak underneath her home which increased her water usage. The insurance company, photographs and a review of the area by Mr. Handley support the assertion that the water did not enter the sanitary sewer system. The Authority would like to provide relief on the sewage bill in the form of the cost of an average sewage bill, provided the cost of treatment is covered. Mr. Proctor moved and Mr. Albert seconded the motion, which was passed by a unanimous vote of Council.

New Business:

Mr. Proctor deferred to Mr. Segina presented recommendations from the Neighborhood Economic Development Committee. The NEDC recommends the name, Steelton Skate Park be adopted as the name of the skate park. Ms. Hodge asked if other names had been considered. Mr. Segina stated that other names had been considered but Steelton Skate Park is the name selected by the Committee. Mr. Proctor moved that the Skate Park be named Steelton Skate Park. Ms. Marcinko seconded the motion, which was passed by a unanimous vote of Council.

Mr. Brown request Council's approval of a Resolution that would set the Rules and Regulations for the Steelton Skate Park. The Skate Park Committee and Mr. Brown consulted with other municipalities that operate Skate Parks and recommended the common sense rules. Mr. Brown shared the rules:

1. Skate at your own risk.
2. You are responsible for ensuring the area is safe before you skate.
3. Use protective equipment such as helmets, knee pads, elbow pads, etc. and proper shoes.
4. Motorized vehicles are prohibited.
5. The skate park is open from 8am to 8pm. No loitering in or around the skate park.
6. All food, drink, glass containers, and gum are prohibited in the skate park. Food and drink may be consumed outside the skate park area and trash discarded in appropriate receptacles.

7. Alcohol, tobacco products, weapons of any kind and illegal substances are prohibited.
8. Placement of portable obstacles are prohibited in the skate park.
9. Competitive or demonstration events are not allowed without prior approval of the Borough of Steelton.
10. Profanity, or loud boisterous behavior is prohibited.
11. Graffiti, tagging, littering, stickers, or other items are not allowed in the skate park.
12. Reckless behavior will not be tolerated.
13. Please use restroom facilities as provided.
14. Animals are not permitted in the skate park.
15. The Borough of Steelton reserves the right to close the skate park for any circumstances deemed necessary. Any infractions of these rules and regulations may result in prosecution and expulsion from the skate park.
16. The Borough of Steelton is not responsible for lost, stolen, or damaged items while using the skate park.
17. For emergencies call 911.

Safety Rules

1. Due to safety concerns, spectators who are not skating may not enter the park while activity is in progress. Spectators must remain outside the skate park area.
2. Abide by the flow in open areas. Only one person on the bowl at a time.
3. Only one person per skateboard.

Youth Regulations

1. Persons under age 12 must be accompanied by a parent or guardian.

Equipment

1. Skate and bike equipment must be in good repair.
2. Bikes and Scooters
 - a. Handlebars – must have end caps or grips that cover the end of the bars.
 - b. Pedals – must be aluminum or plastic.
 - c. Pegs – pegs may be used as long as they are either plastic or aluminum with capped ends. Pegs with holes, grip tape, grooves, or any other type of surface other than smooth aluminum with capped ends or plastic may not be used.
 - d. Attachments – bikes with toe clips, training wheels, baskets, or other types of carrying compartments will not be allowed.

Ms. Marcinko asked who would ensure all the rules are followed. Mr. Brown stated that the Borough would not have an employee assigned to the park, however, he and Chief Minium have discussed strategies for handling issues that might arise. Ms. Kratzer inquired about rules regarding hover boards. She was informed that the rules included the prohibition of motorized vehicles in the skate park.

Mr. Proctor moved the Resolution 2017-R-19 Setting the Rules and Guidelines for the Steelton Skate Park be approved. Mr. Albert seconded the motion, which passed by a unanimous vote of Council.

Mr. Proctor requested Mr. Segina address the symbol for the Steelton Skate Park. Ms. Jennifer Morison, a teacher in Steelton Elementary School, had her children draw their ideas for a logo. After review of the submissions, it was determined that a combination of three ideas, including the Steelton Borough logo, should be designed.

Chief Minium requested that the Council approve the appointment of Mr. Steven Mull to fill the vacancy on the Civil Service Commission. President Wright deferred the request pending recommendation of the appropriate Committee

Mr. Brown requested authorization to develop an Adopt-a-Park Project. President Wright deferred this request pending a recommendation from the NEDC Committee.

President Wright reiterated that no recommendation or request for approval will be considered unless it is presented by the Council Committee responsible for that particular request.

Mr. Brown presented the Hughes Lawn Care request to increase to change the monthly cost of caring for specified Borough properties from \$500.00 to \$650.00. Mr. Brown explained that some properties, including Municipal Park, were not included on the original list of properties to be services. In addition, the Department of Public Works requested additional properties be added to the list of properties already approved for service by Hughes Lawn Care. He stated that the increase in the number of properties requires an increase in the monetary compensation. President Wright noted that even with the increase in cost, Hughes Lawn Care fees were lower than the other bids for care of the original list of properties. Ms. Kratzer questioned the number of properties originally included on the properties list. Mr. Brown stated that the original list included about 20 properties. Ms. Hodge asked a question regarding cost to which Ms. Marcinko responded that the service cost for 2016 was \$900 and that was the amount budgeted for this year. Mr. Albert moved and Ms. Kratzer seconded the motion that Hughes Lawn Care's contract be increased from \$500.00 for the season to \$650. The motion carried by a unanimous vote of Council.

Mr. Brown presented the possibility of the Borough's participation in the Summer ResCare Employment Program. President Wright deferred the request pending the review and a recommendation of approval by the NEDC Committee.

Mr. Brown presented a request to approve the quote from Q. Jones, Inc. to repair the concrete wall at the Midget Baseball Field. Q. Jones, Inc. submitted a bid for \$800.00. Mr. Brown explained that there were at least two items on the field that required concrete work, and paint including putting a cap of the third base wall. Mr. Proctor moved and Ms. Kratzer seconded the motion, which was unanimously passed by the Council.

Mr. Segina requested approval of the Application Form submitted by the NEDC for Board/Committee Member appointments. Ms. Hodge had questions regarding the use of the form. Mr. Segina explained that the form would be used by anyone who is interested in obtaining a Board or Committee appointment. Ms. Marcinko moved and Albert seconded the motion that the Application Form be approved. The motion was passed by a unanimous vote of the Council.

Public Concerns:

Ms. Cheryl Powell, 321 Lebanon Street asked if yellow curbing lines throughout the Borough will be refreshed. Ms. Marcinko responded affirmatively. She asked if the Steelton Skate Park is at the same area where the proposed Community Center will be located. Mr. Proctor stated that the proposal is that the entire area become a multigenerational area. He stated that they would like to purchase some additional lots to create a 50 foot field that could be used for walking, soccer, and other community functions. Mr. Proctor explained that Swatara plans to develop a "Teener Field" within the next three years. He further explained that the park will continue to be named Municipal Park and only the skate park area would be named Steelton Skate Park. Ms. Powell stated that several persons have asked her to run for Council. She stated that in order for her to make a decision she needed to know more about the expectation of the position, therefore she asked where she could find information about being a Council member. Ms. Marcinko informed her that she could obtain the information from the Department of Community and Economic Affairs. The Department has a Handbook for Borough Council Members. Mr. Segina suggested she find the information by googling Borough Council Handbook to locate the information.

Mr. Emmuel Powell, 321 Lebanon Street requested information about how the Codes Department determines how to issue citations. Mr. Singh stated that a Citation is issued for failure to follow the order of the Codes Department. For example, if a person receives notification that the grass is in violation of the code and the grass needs to be cut and they ignore the order, they will receive a citation. Mr. Powell asked the cost of a

ticket. Mr. Singh informed him that the cost depends of the violation. A ticket for failure to cut grass is \$75.00, the ticket for solid waste/animal waste is \$50.00. He further explained that some absentee landlords do not monitor what is happening on their property, so could receive 1 or 2 violation per month while others could have tickets issued every day. If there is a property that has remained empty for 2-3 years without monitoring by the landlord, there can be codes problems. Some property owners contract for lawn care service every 6-8 weeks and may find it less expensive to pay the ticket than increase the timing of the contract. Sometimes, when a bank forecloses on a property, they do not change the name on the deed. In those cases, the notices are going to the person on record as the property owner and that person is not responding to the notices. Mr. Powell asked if a specific property, described only by location, was rental property. Mr. Singh's response was that he needs the specific address in order to determine the status of a property. Mr. Powell asked when construction on the Fire House will be completed. Mr. Medinsky explained that funds were available after Phase I of the work was completed. Phase II is using of those funds to respond to request made by staff. He added that with the new construction already started he anticipates that the project will be completed soon.

Council Concerns:

Mr. Albert thanked persons for attending the Council meeting.

Ms. Hodge thanked the people for attending the meeting and expressed her desire for persons in the community to become more involved. She encouraged persons to come to the Council meeting so that they have input when decisions are being made rather than after action has been taken.

Ms. Kratzer wished candidates for office good luck in the elections.

Mr. Segina stated that the LERTA Ordinance that was passed is an important step toward the revitalization of Steelton Borough.

Mayor Acri announced that he was retiring from being Mayor effective June 1, 2017. He thanked the community for allowing him to serve for 17 years. He thanked everyone, the staff and members of Council for their hard work and recommended that they "keep their heads to grind stone". Mayor Acri noted that the Borough is in the position to complete lots of things that have been set up years ago and he was pleased to see the progress that has been made. He further noted that he had learned a lot during his tenure with the Borough and recognized the importance of the things he learned from Mr. Wion.

Mr. Wion stated that he enjoyed working with Mayor Acri and remarked that the Mayor always kept the Borough as the center of focus. He thanked the Mayor Acri for his service.

Mr. Brown stated that he has enjoyed with Mayor Acri and knew, no matter what was happening, his heart was always in the Borough. He noted that the Mayor was steadfast during difficult times, thanked him for his service and stated that he would be missed.

Mr. Singh stated that he has enjoyed working with Mayor Acri and that he had taken to heart the things he told him during his interview for Codes Officer. He informed the body that on May 18, 2017 the Zoning Board would hear a presentation on the Adams Street Townhouse Project. Also, May 2017 has been declared Building Safety Month and May 25, 2017 has been designated Building Safety Day which will be celebrated by Codes staff being available to discuss any concerns or questions persons have about building safety. Mr. Singh also informed the body that Steelton is one of two municipalities that celebrate Building Safety Month.

Chief Minium thanked the Mayor for his service. He stated that he knew that a change was coming but had not realized that it would be this soon. He scheduled a meeting with Mayor Acri and the Police Department.

Mr. Proctor stated that it was a pleasure working with Mayor Acri as they sometimes struggle in their efforts to work together for the good of the Borough. He thanked persons for attending the meeting.

Ms. Marcinko explained that she and the mayor have known each other for a long time because they are cousins. Then she stated that she has worked with him in his capacity as a public servant in Steelton since he was Fire Chief at 501 where she served as a volunteer, therefore she knows his devotion to community service runs deep. She wished the Acri's the best of luck in their new location. Ms. Marcinko congratulated Ms. Kratzer on her appointment to the Resolution Committee of the State Borough Association, noting that it was a good thing to have representation on the State level. She also noted that Mr. Powell was not present at the Special Council Meeting when it was determined that the Municipal Building would be named the Frederick Douglas Building. At that same meeting there was discussion about re-naming Adams Street to Frank Brown Boulevard, however, current property owners would be canvassed to determine if renaming the street would have a negative impact on them. Ms. Marcinko asked Mr. Wion about the legality of the Cotton Candy Stand on the corner of Pine and Front Streets. She stated that she had received several contacts from business owners who noted that they had to have their kitchens inspected and wanted to know what regulations were required for street vendors. She was informed that at this time there are no requirements for street vendors. She stated that she had fielded calls from persons who responded positively about the Steelton Newsletter, how good the information was and how professional it looked. Ms. Marcinko further stated persons were requesting a drive-thru Dunkin Donuts be located in the Renaissance District, she encouraged persons to lobby their State Legislators requesting no cuts in the gaming grant funds because they are important to the continued growth of Steelton, and finally she wished all candidates good luck in the primary and commended them for putting their name on the ballot because running a campaign was hard work.

President Wright noted that he and Mayor Acri had worked together for 17 years and that he had been on the Council for 20 years. President Wright expressed sadness to see the Mayor leave at this time because he had been looking forward to them attending the first Council meeting together January 2018. He noted that Mr. Hardwick had been instrumental in securing funds for the development of the parks. He also noted that although not considered a Steeltonian, his love for Steelton has been shown through his 20 years of public service in the community. He advised that persons support the new mayor and members of council and stated that the Borough is in good hands with the current staff.

Executive Session:

Council moved into an executive session to discuss legal matters at 7:50p.m. The Council meeting resumed at 8:04p.m.

Adjournment:

Ms. Marcinko moved that the Steelton Borough Council Meeting be adjourned at 8:05 p.m. Mr. Proctor seconded the motion which was passed by a unanimous vote of the Council.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda

June 5, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions between meetings:

Approval of minutes from previous meeting -

May 15, 2017

Public Comment of Agenda items only:

Swearing in of Officer Cody Webster

Mayor Thomas F. Acri

Communication:

Steelton Senior Center

Invitation to Senior Center Open House on June 15th

Department of Conservation and Natural Resources

Post Completion Site Inspection Report – Bailey Street Park/Municipal Park

RBC Capital Markets

Notification of Conflict of Interest Regulations

Dauphin County DCED

Community Flood Vulnerability Letters

Unfinished Business:

Mr. Acri

Resignation from Mayors Position

New Business:

Mr. Brown

Firehouse Project Contract 2016-04: Recommend payment of Application for Payment No. 1 to East Coast Contracting in the amount of \$45,728.76

Mr. Brown

Skate Park Project Contract 2017-01: Recommend Payment of Application for Payment No. 1 to Arment

Concrete, LLC in the amount of \$30,699.00

Mr. Brown

Change Orders proposed by Arment:

- Change Order No. 1: \$5,000
- Change Order No. 2: No cost change
- Change Order No. 3: No cost change
- Change Order No. 4: \$2,000

Mr. Brown

Authorization to Allocate \$168,000 from Sewer Reserve Fund to Washington Street Sewer Rehabilitation Project

Mr. Proctor

NEDC Recommendation: Establish Adopt-a-Park Program

Mr. Proctor

NEDC Recommendation: Approve ResCare Summer Internship for Beautification Projects

Mr. Proctor

NEDC Recommendation: Establish a Borough Facebook Page

Mr. Proctor

Update: Action Items for 24-26 Adams Street

Mr. Brown

Update on Spruce Street Lights/Lighting

Mr. Brown

Resignation of Paul Paulsen from Property Maintenance Officer Position

Mr. Brown

Update on Comcast Installation

Mr. Brown

Approval of Quote to Fix Mortar on Borough Building Roof

Mr. Minium

Approval to Replace Police Vehicle
1624 (Included in 2017 budget)

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Adjournment:

Steelton Council Meeting Minutes

June 5, 2017

Present:

Jeffrey Wright, President	Thomas Acri, Mayor
Maria Marcinko, Vice President	Dave Wion, Solicitor
Brian Proctor, President Pro-Tem	Justin Mendinsky, Engineer
Michael Albert	Douglas Brown, Borough Manager
Kelly Kratzer	Bruce Hulshizer, Engineer
Michael Segina	Anthony Minium, Police Chief
	Eugene Vance, Fire Chief
	Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Keontay Hodge Douglas Brown Amrinder Singh

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright

Moment of Silence:

Mayor Acri led the body in a moment of silence in respect of those who lost their lives in the service of their country and other loved ones.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the previous meeting: May 15, 2017

Mr. Albert moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of Council.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Recognition Ceremonies:

Mayor Acri called for **Officer Cody Webster** to come forward. Officer Webster was officially sworn in on January 25, 2017, however, it was done following an Executive Session of Council. Mayor Acri stated that the Borough wanted to provide an open ceremony to publically acknowledge the hiring of Officer Webster. Officer Webster repeated the Oath for Police Officers. Following the ceremony, Officer Webster thanked his family and fellow officers for supporting him by attending the ceremony. Chief Minium stated that Officer Webster has done a tremendous job during his short tenure as an Officer in the Steelton Police Department. He has made great strides in his work with the community, particularly the young people.

Mayor Acri called forth former Councilperson **Denae House**. On behalf of the Borough, the Mayor recognized her (with a plaque) for the four year term she served on the Council and encouraged her in her bid for a two

year term, to be determined in the November election. He also acknowledged her work with youth in the community. Ms. House thanked the Borough and Mayor for the plaque.

Communications:

The Borough received a flyer advertising the June 15, 2017 Open House and Health Fair of the Steelton Senior Center. The Center is located at 900 Cumbler Street. The Open House, which will take place from 9:00 am to 3:00 pm., will include information on Nutrition, Exercise, Insurance and Wellness Activities. The program is designed for persons aged 55 and over however all are welcome. For further information please call 717-649-0136.

The Pennsylvania Department of Conservation and Natural Resources wrote to inform the Borough, that because it has received funding through participation in the Land and Water Conservation Fund State Assistance Program, a “post completion “inspection was conducted May 16, 2017. The report stated that there were no issues noted at the Bailey Tot Lot. However, a permanent LWCF sign, including the logo, was not posted at Municipal Park. The Borough is to post the sign immediately.

RBC Capital Markets provides services to Steelton Borough by acting as its agent for making or advising on certain funds. The company wrote, in compliance with April 2016 United States Department of Labor, to confirm “it will not be considered an ‘investment advice fiduciary’ with respect to the Borough or its covered accounts.

Dauphin County Department of Community & Economic Development wrote the Borough to inform it that the properties located at South Front Street, Christian Street, Trewick Street and North Front Streets are located in areas identified as Community Flood Vulnerability areas.

Unfinished Business:

There was no unfinished business.

New Business:

In Mr. Brown’s absence, Council President Wright introduced the request from HRC to approve the Application for Payment #1 to East Coast Contracting for work completed on the Fire House Project, Phase II. The request for payment from grant funds is \$45,728.76. Mr. Albert moved and Mr. Proctor seconded that Council approve the payment. The motion carried by a unanimous vote of Council.

In the absence of Mr. Brown, President Wright presented the request from HRG that Council approve Payment #1 to Arment Concrete, LLC for work done on the Skate Park Project. The amount requested is \$30, 699.00. Mr. Proctor moved and Ms. Kratzer seconded the motion that the Council approve payment. The motion carried by a unanimous vote of the Council.

In the absence of Mr. Brown, President Wright explained the request from Arment Concrete, LLC for approval of Change Orders to the Skate Park Project. These changes are requested in response to the review and comments received from other companies that have built Skate Parks. The changes will improve the flow and quality of the Park. There are four requested changes of which there is no cost involved for two and the other two request will cost \$5,000 and \$2,000 respectively. Ms. Marcinko asked Mr. Segina if the changes had been discussed with the Skate Park Committee. He responded that it had not been discussed with the Committee, however, he stated that there was no problem with the changes and the funds are available and within budget limits. Mr. Albert moved and Mr. Proctor seconded the motion that the changes to the Skate Park be approved. The motion was carried by a unanimous vote of Council.

After presentation from President Wright, Ms. Marcinko moved and Mr. Albert seconded the motion to authorize the allocation of \$168,000 from the Sewer Reserve Fund to the Washington Street Sewer Rehabilitation Project. The motion carried with a unanimous vote of Council.

Mr. Proctor introduced a request from the NEDC Committee that the Borough establish an Adopt-A-Park Program. This program would function like the Adopt-a-Block Program, except only business, churches and organizations will be allowed to participate. This is a reasonable selection of persons to approve to for the Adopt-A-Park Program because of the size and scope of the Borough's Parks. Ms. Marcinko asked if this project will assist the Department of Public Works to which Mr. Proctor answered that it would help with keeping the park clean but the Department will still be responsible for general maintenance duties. Mr. Wion asked about the rules and regulations of the project. Mr. Proctor responded that they would mirror the ones used with the Adopt-A-Block Program. Mr. Segina interjected that Mr. Brown has a handbook which contains rules and regulations. Mr. Albert moved and Ms. Kratzer seconded the motion to establish an Adopt-A-Park Program. The motion carried by a unanimous vote of Council.

Mr. Proctor introduced a request for approval from the NEDC Committee for the establishment of the ResCare Summer Intern for Beautification Project. Since the Borough already has a person from the ResCare program working in the Codes Department, the process for application and hire has already been established. Mr. Albert moved and Ms. Marcinko seconded the motion that the Borough participate in the ResCare Internship Program with the caveat that responsibility for managing the program be handled by Mr. Brown. The motion was approved by a unanimous vote of Council.

Mr. Proctor introduced a request for approval from the NEDC Committee for the establishment of a Facebook page for the Borough. Mr. Segina explained his understanding of the legal issues following his consultation with Mr. Wion. Issues to be considered include not stepping on First Amendment Rights by removing post, ensuring that no quorum of Council is met during "conversations" on the page, the need for an administrator. After a discussion regarding the administration, legalities and rules, it was determined that this request be tabled until Mr. Brown is present to participate.

Mr. Proctor reported that there were some issues with completion of the transfer of the 24-26 Adams Street Project. The matter is once again tabled, pending completion of the required actions.

The discussion regarding the update on Spruce Street lighting was deferred until Mr. Brown is present to bring the information to Council.

In the absence of Mr. Brown, President Wright presented the resignation of Paul Paulsen, Property Maintenance Officer, from the Codes Department. Mr. Paulsen requested that his resignation become effective June 8, 2017. Mr. Albert moved and Mr. Kratzer seconded the motion that the resignation be accepted with the understanding that Mr. Brown will send an appropriate response to the letter and begin advertising the open position immediately. Council unanimously passed the motion.

Discussion regarding the Comcast Installation was tabled until Mr. Brown can make the presentation to Council.

President Wright explained that the mortar was loose on the roof of the Borough Building roof. Mr. Albert moved and Mr. Kratzer approved the motion that advertisement be sent out to begin the bid process. The motion passed by a unanimous vote of Council.

Chief Minium requested Council approve the purchase of an automobile for the Police Department. The Department has been involved in two accidents, which were not the fault of the Officer driving the vehicle, but cost the Borough roughly \$8,000.00 because the persons who were responsible for the accidents did not have insurance coverage. The cost of the accidents and maintenance has left about \$3,000.00 of the budgeted amount available for use. The fleet for the Department was downsized last year with the anticipation of adding a vehicle in 2017. The automobile slated for replacement is a 2010 Dodge Charger (Car 1624) with a recorded 91,000 miles and cost of maintenance in the past year of about \$8,000.00. The cost includes a new transmission, heating system and new brakes.

Chief has received two quotes, one from Rapid Response 911 which is about a two hour round-trip drive from Steelton. Their bid was \$41,654.00 for a vehicle which is totally equipped with all the lights and everything needed for the vehicle, except a camera system, computer or radio. Those latter pieces of equipment will be retrieved from the Charger and placed in the new vehicle. The second quote was from 10-8, a company that has not been used in the past. Their quote is \$40,370 for the same vehicle with the addition of a printer so that the Officer can immediately print an e-ticket. This company will come to Steelton to pick up the vehicle for servicing. Chief Minium is requested approval to purchase the vehicle from 10-8 for \$40,370.00 which is less than budgeted replacement price of \$45,000. Mr. Wion asked if the bidding process was used. Chief Minium stated that the acquisition was not placed for bid, but came through Costars, which is the collective purchasing agency used by municipalities for such purchases. Mr. Proctor moved and Mr. Segina seconded the motion that the Council approve the purchase of a new vehicle for the Police Department. Ms. Marcinko asked if the Department was going to lease vehicles. Chief Minium responded in the negative stating that leasing actually doubles the actual cost of the automobile and the Department has experienced a lot of problems, especially with Chevrolet automobiles. The motion was carried by a unanimous vote of Council.

Chief Minium reported that Car number 1629, a 2013 Chevrolet Capris with 50,000 miles, needs a new motor. There has been a problem working with Sutliff Chevrolet in regards to this vehicle. He is requesting permission to replace the motor if it can be done under the \$45,000 budget or if over that amount, keep Car # 1624 and replace it in the future. Mr. Proctor asked where others are purchasing their trucks. Chief responded that they purchase from New Holland Auto Group, a company that uses factory warranted parts. The Chevrolets in the fleet came from Sutliff Chevrolet and are no longer covered by warranty. Those vehicles were paid off last year. Chief is requesting permission to purchase a Ford Interceptor SUV. Mr. Albert moved and Mr. Proctor seconded the motion authorizing the Police Department to explore the purchase of a Ford Interceptor SUV if the cost is under \$45,000. The motion passed with a unanimous vote of Council.

Council President Jeffrey Wright read the resignation letter from Mayor Thomas F. Acri. The letter stated that he was resigning his position as the Mayor of Steelton Borough, effective immediately, because his family is moving outside the Borough limits. He thanked the Borough for the opportunity to serve and stated that he is available if he is needed.

Council Vice President Ms. Marcinko presented Mr. Acri with a plaque which read, "In recognition of the Honorable Thomas F. Acri for his dedicated service to the Borough of Steelton. Mayor 2001-2017, Councilman 2000-2004, Fire Battalion Chief – Steelton Fire Department". President Wright made remarks about the development of a good working relationship with Mr. Acri. He partially attributed their amicable working relationship to spending time outside Council Chambers together. President Wright encouraged the current and future Council to spend time together in an informal atmosphere where understanding and good relationships can grow.

Mr. Acri thanked the Borough Council for its work. He stated that he was pleased that projects that were conceived in 2006 are now coming to fruition. He is encouraged that the Borough has an opportunity to be revitalized and that it is moving toward that end. He encouraged the people to invest in the youth so that they will grow to love and take care of the Borough.

Through Chief Minium and the President of the Police Association, the Police Department honored Mr. Acri by the presentation of a plaque. Chief Minium thanked Mr. Acri for his support to the Borough, especially the Police Department.

Steelton Borough Council members and staff who made remarks to Mayor Acri include: Fire Chief Vance, Mr. Wion, Ms. Leggett-Robinson, Ms. Kratzer, Mr. Segina, Mr. Albert, Ms. Marcinko, Mr. Proctor and President Wright. The consensus of the group was that Mr. Acri has been a devoted member of the community whose commitment and hard work has had a memorable effect on the Borough.

Mr. Segina moved and Mr. Albert seconded the motion that the Resignation of Tom Acri as Mayor of the Steelton Pennsylvania be accepted. The motion was passed by a unanimous vote of the Council.

Public Concerns:

Ms. Cheryl Powell, 321 Lebanon Street - requested clarification on the letter from RBC Capital Markets. Ms. Marcinko explained that they represent us and some other organization so they have to notify the Borough that they represent someone else.

Mr. Emmuel Powell, 321 Lebanon Street – asked how long it takes for the Borough to get rid of a piece of property. He expressed his concern about the length of time it has taken to take action on 24-26 Adams Street. Mr. Powell was informed that the time required to process the change depends of the legal issues that must be resolved before the property can be transferred.

Ms. Veronica Supan, 2604 South Fourth Street –Ms. Supan discussed her concerns about the cost of the new projects being made and/or proposed for development in the Borough and the low tax base that must support the projects. She suggested the Borough notify the citizens when plans for large projects are being discussed. She suggested that a town meeting might be a way to get people to attend and have more input in the decision making. President Wright stated that her concern is being captured in the minutes and will be reviewed by the NEDC Committee.

Ms. Dena House, 619 Ridge Street – Congratulated Mayor Acri and thanked him for his support. She pledged that if elected back on Council, he will be happy with the work she will do in his honor.

Council Concerns:

Mr. Albert offered no remarks.

Ms. Kratzer thanked the people for attending the meeting.

Mayor Acri thanked the people for everything.

Mr. Wion offered no remarks.

Chief Vance notified the body that the wife of Mr. John Ellinger, from Fire Department, passed yesterday. President Wright requested that the Borough make contact with the family.

Mr. Proctor thanked the people for coming to the meeting and for voting in the Primary.

Ms. Marcinko thanked the people for attending the meeting. She stated that she was able to visit a Skate Park while she was in California. The park and all the activity was exciting to see and she hopes the Borough's Skate Park will be as successful as the one she visited. She also stated that the Council might consider naming a park to honor the memory and works of a Steeltonian. She stated that naming a park will be less invasive than renaming a street which will cause addresses of the citizens to change. Ms. Marcinko also mentioned the scheduled closing of TMI and encouraged persons to let her, or Mr. Brown know if the Borough should become a part of a coalition to try and save TMI. She mentioned that after conversation with Mr. Proctor, the Borough might want to make the same kind of effort to save Arcelor Mittal.

President Wright thanked Mayor Acri for his work and asked that the Council support the new Mayor and Councilpersons that will be added to the Council following the November elections. He stated that Mr. Brown reported that there were only two negative remarks and many positive remarks on renaming Adams Street to Frank Brown Boulevard, therefore, the street will be renamed. He asked Mr. Wion to begin work on renaming Borough Hall to Frederick Douglas Borough Hall.

Mayor Acri reported that he received a telephone call from a person from New Cumberland County who has a skating team. She asked if they would be able to use the Borough's park. The Mayor turned the information over to Mr. Proctor for follow-up.

Executive Session:

Council recessed into Executive Session to discuss personnel matters at 7:40p.m.

Adjournment:

The Council meeting resumed at 7:55 p.m. Mr. Albert moved and Mr. Proctor seconded the motion that the Steelton Borough Council Meeting be adjourned at 7:56 p.m. The motion carried with a unanimous vote of Council.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB', written over a horizontal line.

Douglas Brown, Secretary

Steelton Council Meeting Minutes

June 19, 2017

Present:

Jeffrey Wright, President	Dave Wion, Solicitor
Maria Marcinko, Vice President	Justin Mendinsky, Engineer
Brian Proctor, President Pro-Tem	Douglas Brown, Borough Manager
Michael Albert	Amrinder Singh, Codes Officer
Kelly Kratzer	Anthony Minium, Police Chief
Michael Segina	Eugene Vance, Fire Chief
Keontay Hodge	Thommie Leggett-Robinson, Exec. Asst.

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright

Moment of Silence:

President Jeffrey Wright led the body in a moment of silence.

Special Order of Business:

President Wright called for a motion to accept Ms. Marcinko's resignation from the Steelton Borough Council. Mr. Proctor moved and Mr. Albert seconded a motion that Ms. Marie Marcinko's resignation be accepted immediately. The motion passed by a unanimous vote of Council.

Mr. Wright requested a motion, to approve what would become Resolution 2017-R- 20, Appointing Maria Marcinko Mayor of Steelton Borough for a term expiring December 31, 2017. Mr. Proctor moved and Mr. Segina seconded the motion that Ms. Maria Marcinko be appointed Mayor of Steelton Borough. The motion passed with a unanimous vote of Council.

Following the unanimous vote, the Honorable Richard Lewis, President Judge of the Dauphin County Court of Common Pleas administered the Oath of Office to Ms. Maria Romano Marcinko. Ms. Marcinko's 97 year old mother, Mrs. Frances Romano, held the Bible during the swearing in ceremony.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of minutes from the previous meeting: June 5, 2017

Mr. Albert moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of Council.

Approval of schedule of billing, requisitions, and change orders:

Following a review by Council, Mr. Albert moved that the Schedule of Billing, Requisitions, and Change Orders for May, 2017 be accepted as presented. Ms. Hodge seconded the motion. The Council approved the Schedule by a unanimous vote.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department: (Written Report)

Chief Minium added the following to his written report: Thursday, June 15, a traffic detail with the State police on Pine Street for one and one-half hours. There were 24 stops, all 24 persons were cited and one threw trash and hit the State Police car and was cited for littering in addition to the traffic violation. In the month of May there were 38 foot patrols which took 19 hours to complete, 27 house, business, and parks checks, 31 community policing events. The Department is at 39% of its budget and at 14% of its overtime budget for a total of \$4,243 which, at the middle of the year of phenomenal.

NEDC – No report

Public Works (Written Report)

Codes Department (Written Report)

Mr. Singh reiterated sections of the Codes Office report. During the month of May: five permits were issued, no stop work orders were issued, no citations were issued, 31 court hearings were attended, 80 rental units were inspected in which 368 violations were recorded, 15 rental certificates were issued, 371 properties were visited for quality of life issues, 187 warning notices were issued, 69 quick tickets were issued, 106 notices of violation were issued and two properties were condemned as a result of fires.

Mayor's Report: (Oral Report) - No Report

Borough Manager's Report: (Oral Report) No report

Ms. Kratzer moved that the Department Reports be accepted as presented and supplemented during the meeting. Mr. Proctor seconded the motion, which was approved by a unanimous vote of Council.

Presentations:

Justin Dohn from Bustin Skateboards, an international Skate Board Company based in Baltimore, MD, made a presentation. In discussions with Mr. Ray Young, who owns the Skate Board Shop in Steelton, he heard that there might be an opportunity to hold a skateboarding event in the Borough. This would be a community-based event that has the potential to bring 100-150 skaters from the entire east coast to enjoy skating with the core group of skaters already in the Steelton area. Ramps will be set up and people will have the opportunity to make new friends, observe and learn about skate boarding, learn skateboarding safety tips, and the correct way to skate board. Mr. Dohn requested authorization to hold a Slide Jam in Steelton. These type of events have been held in several cities and provided a fun and educational day for the communities where they were held. Mr. Dohn's request was assigned for review at the next Neighborhood and Economic Development Committee meeting which will make a recommendation to Council. This recommendation should be made in cooperation with the Police Department. Persons can see several skateboarding events on the following websites: <http://www.bustinboards.com/> and <https://youtu.be/DSrSOoTiZFQ>.

The Engineer's Oral Review and Report:

Mr. Justin Medinsky of Herbert, Rowland & Grubic, Inc., presented the Engineer's Report prepared for the April 2017 meeting, which was cancelled, with available updates.

Fire House Improvement Project Phase II– The majority of the work has been completed. A walkthrough was conducted and a list final items to be completed was developed and given to the contractor. The close of the project is very near.

Mulberry Alley and Bessemer Street Infrastructure Improvements Project which is under the supervision of the Steelton Water Authority– the project is nearing closure. The anticipated date for final completion of the project is June 30, 2017.

2016 Sewer Rate Study – HRG presented the Borough Manager with a preliminary rate structure. Mr. Brown requested additional information, which the company is working to secure. The plan is to have the study completed and ready for consideration in the 2018 budget.

Adams Street Townhomes – The Zoning Hearing Board approved the Variance and special Exception at the hearing held May 3, 2017. HRG is currently working on the Revised Subdivision and Land Development Plan for the new 12 unit plan. At the developer's request, the work includes evaluating and revising the grading plan that will work with the previously installed retaining wall.

Mohn Street Tot Lot – Kinsley Construction Company has begun work on the project. Topsoil has been removed and the underground drain system has been installed. The layout and foundation installation for the playground equipment has begun. The company is conscious of the need to protect the walking path and previously installed facilities at the park.

Skate Park Project – The project is in progress with the contractor, Armet Concrete. The company has already removed the asphalt and excavated for the bowl feature, installed the new drainage system, installed soil piles, framework and reinforcement for the new concrete surfaces and features, and has installed a portion of the new rail system. Request for changes in design, to ensure safety and certain design features have made in consultation of other companies that build skate parks, have been submitted.

Washington Street Sewer Rehabilitation Project – The project has been placed out for bid and bids will be received on June 29, 2017. The Pennsylvania Department of Environmental Protection has already issued a General Permit. The request for additional ramps has been submitted for approval. The ramp improvements, which must meet American with Disability Act requirements, are required because of the extent of the utilities construction and pavement restoration required by the areas of the project.

Included on the written report:

Storm Water Management Program - the Annual Report was submitted to the Department of Environmental Protection June 8, 2017. Work is continuing on this year's permit activities and the Pollution Reduction Plan, which is due in September 2017.

Midget Baseball Field – In collaboration with the Solicitor Wion, formal communication has been initiated with the contractor and the Surety Company. The Surety Company has responded and requested specific information regarding the contract and work done on the project. No communication has occurred between

HRG and the contractor. In the meantime, the Department of Public Works has assisted in preparing the field for use.

Ms. Marcinko asked a question about the location of the Mohn Street Tot Lot. The original plan was for it to be located behind the tennis court, however, it is being built beside the tennis court. Ms. Marcinko stated that the current location is working out since the property behind the tennis court can now be used for another project. Mr. Medinsky stated that although a projected location was identified, because the funding was smaller than anticipated, the location was changed so that the construction would fit within the grant amount allocated. Ms. Kratzer moved and Mr. Albert seconded the motion that the Engineering Report be accepted as presented. The motion carried by a unanimous vote of Council.

Communications:

Council received copy of a Police Study conducted in response to the application for a Special Purpose Parking Permit for Ms. Ida Foltz at 37 North Front Street. The request was denied, based on current code requirements. Included was a letter from Mr. Brown informing Ms. Foltz that her request was denied.

Council received a copy of a letter written by Mr. Brown to Mr. Paul Paulson recognizing his resignation as Property Maintenance Officer.

Council received information from the United States Environmental Protection Agency which included the Final Consent Decree agreed upon by the EPA and Steelton Borough.

Unfinished Business:

Mr. Wion presented what would become Resolution 2017 – R-21, as requested by Council at the May 8, 2017 meeting. This is a Resolution Naming the Steelton Municipal Building the Frederick Douglas Municipal Building. Ms. Hodge moved that Resolution 2017-R-21 naming the Municipal Building in honor of the first Black Police Chief in the State of Pennsylvania, Frederick Douglas, be approved. Mr. Albert seconded the motion which passed by a unanimous vote of Council.

Mr. Brown presented a quote from Houck Roofing Company for ratification by the Council. The company responded to an emergency situation involving the loosened mortar on the front of the Municipal Building. The cost for repair was \$9,884.00. In reference to the section on the bill regarding “additional alternative”, Mr. Segina asked if this was for the entire building. Mr. Brown stated that would only be for the backside of the building. Mr. Segina stated that in light of the renaming, of the entire building should receive masonry work, caulking, cleaning and the application of a water repellent. He asked if Houck Roofing could give an estimate of the cost for doing the entire building. Mr. Brown stated that he would solicit three bids for the work. Mr. Segina moved to approve ratification of the bill presented by Mr. Brown and granted approval for Mr. Brown to solicit bids for further work on the Frederick Douglas Municipal Building. Mr. Albert seconded the motion which was passed by a unanimous vote of Council.

Mr. Brown presented an update of the progress of lighting on Spruce Street. He reported that he had been in contact with PPL’s Regional Director about placing lights on Spruce Street. He will now canvas the residents to ensure that they all agree with the installation of the lights. Following the receipt of responses from the residents, he will take the appropriate next steps.

Mr. Brown reported that the transfer of phones to Comcast has been delayed, but will be rescheduled soon.

New Business:

Mr. Brown requested approval of Payment Application #2 to Arment Concrete. Considerable progress has been made in the construction of the Skate Park and the company should be able to pour concrete within the week. Mr. Mendinsky stated that HRG had received a certified copy of payroll information, therefore the engineering oversight agrees that payment is in order. Mr. Proctor moved that Arment Concrete be paid \$30,699.00 as requested in Payment Application #2. Ms. Kratzer seconded the motion, which was passed by a unanimous vote of Council.

Mr. Brown requested Council's approval of HRG Amendment #1. This amendment is requested because the projected time for work on the Washington Street Sewer Rehabilitation Project was exceeded because additional time is required to design and supervise construction of the six required ADA ramps. Two of these ramps will be placed at Front and Washington Streets and four will be placed at Second and Washington Streets. Mr. Albert moved that HRG's request to amend their current contract for services at the Washington Street Sewer Rehabilitation Project by the \$7,000.00 be approved. Mr. Proctor seconded the motion, which was passed by a unanimous vote of Council. Cost for this project comes from three different grant funding sources.

Mr. Brown requested that Council approve the Five Year Capital Improvement Plan - Sanitary Sewer, Storm Sewer & Roadway Improvements Agreement for Professional Services submitted by HRG. The plan will be developed with input from staff and a special group of experts. The 2017 Borough Budget includes an \$18,000.00 allocation which will be split between the entities involved in the project. HRG has been appointed lead of the Plan. Mr. Proctor moved and Ms. Kratzer seconded the motion to approve the Development of a Five Year Capital Improvement Plan as detailed by HRG. The motion passed with a unanimous vote of Council.

In agreement with members of the NDEC, Mr. Proctor presented a request to authorize the Borough Department of Public Works to rent a paver/miller and pave Walnut Street (Second Street to Fourth Street) and Fourth Street (Mulberry Street to Walnut Street). The Committee has consulted with Mr. Brian Handley on the Public Works staff. Mr. Handley provided information about the cost of the equipment. To mill and pave Walnut Street the cost of equipment would be \$20,200. To do the same for Fourth Street only, the equipment cost will be \$24,000. Doing the two together the cost will be \$ 33,200. In response to President Wright's question, Mr. Proctor stated that the funds would come from the Borough's General Budget. The decision regarding this request was tabled pending review by the Finance Committee.

Mr. Brown requested Council approve the Borough serving as co-sponsor with the Steelton Fire Department for a Local Share Grant to purchase a new fire truck. Currently, the Fire Department is using the oldest fire engine in Dauphin County, and this engine requires the use of a separate rescue truck. The Department needs to purchase a new engine and would like to purchase an up-to-date truck that is a fire truck/rescue truck combination. In lieu of purchasing the truck outright with a loan, the Fire Department would like to submit an application for the Local Share grant. The grant application must be submitted by September 1, 2017. The Borough's co-sponsorship will improve the chances of the grant request being approved. Mr. Proctor moved and Mr. Segina seconded the motion that the Borough of Steelton be a co-sponsor with the Steelton Fire Department in requesting a grant to purchase a new Fire Engine. The motion passed with a unanimous vote of Council.

Mr. Brown presented a request from Grace Temple Church of the Living God to use the Borough parking lot to accommodate participants at their State Annual Assembly June 23-25, 2017. Mr. Albert moved and Mr.

Proctor seconded the motion that the church be allowed to use the Borough parking lot on those dates. The motion carried by a unanimous vote of Council.

Mr. Brown presented information from Dauphin County ruling that Almeta Grant, the Executrix for Ella Hankerson Estate, be granted a partial refund of real estate taxes for 528 Lincoln Street. The refund is granted because of a miscalculation of square footage, which changes the assessed value of the property. The reimbursement required is \$1,665,000. Mr. Albert moved and Mr. Segina seconded the motion that the Borough respond to the instruction of Dauphin County and reimburse the estate of Ella Hankerson for six years of overpayment of property taxes. The motion was passed by a unanimous vote of Council.

Mr. Brown requested Council to approve the use of the Borough's Street Flags by local business and organizations. For example, Mid-Penn Bank has asked to use the flag with the bank's name added to the bottom of the flag. Mr. Proctor moved and Ms. Hodge seconded the motion to allow local businesses and organizations to purchase a flag, through the Borough, for use at their businesses/organizational building. The motion was passed with a unanimous vote of Council.

Mr. Wion presented a resolution to remove a Special Purpose Parking Permit granted to Ms. Loretta M. Weiger at 746 North Second Street. The approval is based on the fact that Ms. Weiger no longer lives at that address and the property has a new owner. Ms. Kratzer moved that Resolution 2017-R-22, eliminating the Special Purpose Parking Permit be approved. Ms. Hodge seconded the motion, which passed by a unanimous vote of Council.

Mr. Wion presented a resolution to grant a Special Purpose Parking Permit to Ms. Betty Jones at 307 North Front Street. Mr. Albert moved that Council approve Resolution 2017-R-23 allowing a Special Parking Permit be issued at 307 North Front Street. Ms. Kratzer seconded the motion, which was passed by a unanimous vote of Council.

Public Concerns:

Mr. Chris Brown, 37 North Front Street – Mr. Brown requested a review of the decision not to allow Special Purpose Parking at that address. The Special Purpose Parking Permit was denied because the location of the space would partially cover the driveway of his neighbor. Mr. Brown stated that he had spoken to his neighbor, who stated that he had no problem with the overage of the space on his property. President Wright stated that he would defer to Public Works and that the NEDC should take a personal look at the area in question. Ms. Hodge instructed Mr. Brown to secure a written statement of approval from the property owner. Chief Minium volunteered to assist Mr. Brown in securing the information necessary for re-evaluation of the request.

Ms. Ina L. Alcendor, 109 East Conestoga Street – Ms. Alcendor expressed concern regarding the trucking company located on Front Street across from the old Dairy Queen. She stated that the truck cabs park in a way that block a part of the street. Ms. Kratzer asked about the jurisdiction of that area and Chief Minium stated that it is in Swatara Township. Chief Minium stated that he would meet with Acting Chief Reider and will express the concerns to him. Mr. Brown had already contacted Jan LaBlanc, the Manager of Swatara Township and discussed the issue. He stated that both he and Chief Minium will follow-up on their contacts. Ms. Hodge stated that it needs to be clarified if the building is in Swatara or Harrisburg. It is her understanding that the building is divided with portions in both municipalities. Mr. Proctor had discussed the issue with Commissioner Conley, and verified that Ms. Hodge's information is correct. Ms. Hodge stated that she would contact a

Councilman in Harrisburg. President Wright recommended that Chief Minium serve as the Borough's liaison to resolve the issue.

Ms. Cheryl Powell, 321 Lebanon Street – Questioned the fact that there is no Borough flag on 19th Street going into Steelton. Mr. Brown stated that the Borough actually needs two additional banners, however at this time purchasing the additional flags is cost prohibitive. Ms. Powell noted that property on Harrisburg and Lincoln has been cleaned up and has new tenants. She also noted that on Pine Street traveling south on Harrisburg Street and traveling up Pine Street driving is hazardous because automobiles have difficulty seeing when and how to drive because persons park in the yellow line areas and because it is difficult to see over the top of SUVs. Mr. Proctor reiterated the need for the yellow lines to be repainted and perhaps erect a signs stating “no parking in yellow line”. He also added that the police enforcing the “no parking” sign would give additional incentive to persons who park where they should not. Ms. Marcinko stated that some time ago PennDot conducted a study of the area since Pine Street is a state road. She requested that Mr. Brown locate the study conducted by PennDot. There was discussion about putting a mirror there, but PennDot determined that a mirror was not necessary, however, the PennDot decision does not preclude the Borough from passing an ordinance to do something to help remedy the problem.

Mr. Emmuel Powell, 321 Lebanon Street – asked why only one section of Bessemer Street was re-paved since the entire street needed re-pavement. Ms. Mendinsky, the engineer from HRG, stated that, according to the contract, the re-pavement was restricted to the section of the street that was involved with the placement of water pipelines. The matter is being referred to the Department of Public Works.

Council Concerns:

Mr. Albert had no additional concerns to bring before Council.

Ms. Hodge thanked the citizens for coming out the meeting and congratulated Ms. Marcinko on her appointment as Mayor of Steelton. She also noted that Ms. Marcinko's resignation from Council caused a vacancy on Council. She asked if the vacancy can be posted so that people can apply to fill the six month vacancy. She encouraged interested persons to apply.

Ms. Kratzer congratulated Ms. Marcinko on her appointment as the first female Mayor of Steelton. She also stated that she looked forward to having a wonderful working relationship with her.

Mr. Segina expressed thanks to Tim Lehman TMI, the Emergency Coordinator who recently resigned the position. He thanked Mr. Lehman` for his service. Chief Vance is looking for a person who is willing to take the classes and fill that new vacancy. He also stated that he was very supportive of the Council's agreement to serve as co-sponsor with the Fire Department for a grant to purchase a new fire truck. In that vein, he reminded people that there will be a chicken barbecue at the Fire House July 22, 2017 and asked for the community's support in this effort to raise money for the Department. Mr. Segina also congratulated Ms. Marcinko for becoming the first female Mayor of Steelton.

Doug Brown reported that the Borough is has signed the agreement with the SEDC and Chariot Company. Upon the expiration of the due diligence waiting period, the contract will be set. The anticipated closing date is July 15, 2017. Mr. Brown reported that three additional Adopt-a-Block entities have been added to the program, which makes over 20 commitments. He congratulated Ms. Marcinko on being the Mayor.

Mr. Wion – Wanted to clarify that the “we” that Manager Brown was referring to when he announced the signing with Chariot Company was SEDC, and he was speaking from his position as Executive Director. The Borough had already transferred the properties to SEDC. Mr. Wion congratulated Mayor Marcinko and he looks forward to working with her in her new capacity.

Chief Minium reported that the 1033 Audit was complete and no problems were reported.

Mr. Singh congratulated Mayor Marcinko on her appointment as the first female Mayor in Steelton and remarked that the State of Pennsylvania ranked 49th in the USA for having female elected officials. He noted that Steelton has a female mayor and two female councilpersons, so it is doing well in helping the State improve the number of females in public office. Mr. Singh reported that he completed a FEMA ICS300 and ICS400 training classes and passed the test.

Thommie Leggett-Robinson congratulated Ms. Marcinko on her Mayoral appointment.

Chief Vance offered no additional comments.

Mr. Proctor – congratulated Ms. Marcinko on her appointment as Mayor of the Borough.

He also noted that the deadline for citizen responses regarding the renaming of Adams Street was today, June 19, 2017. He asked Mr. Brown to provide feedback on the survey. Mr. Brown reported that 8 responses have been received. Six property owners approved the change and two did not approve the change. Mr. Proctor moved that Adams Street be renamed Frank Brown Boulevard, in honor of Mayor Frank Brown. Mr. Albert seconded the motion. Following a question from Solicitor Wion, Mr. Proctor modified his motion to state that Mr. Wion be authorized to prepare a resolution to rename Adams Street to Frank Brown Boulevard. President Wright requested a voice vote be taken. Ms. Hodge – yes, Mr. Proctor – yes, Mr. Wright – yes, Mr. Albert – yes, Mr. Segina – yes, Ms. Kratzer – yes. By a unanimous voice vote, the Steelton Borough Council voted to have Solicitor Wion prepare the resolution to re-name Adams Street to Frank Brown Boulevard. Mr. Proctor thanked persons for attending the meeting.

Ms. Marcinko thanked everyone for their support and stated that she looked forward to working with Council in a different capacity. Her plan is to serve as a liaison between the citizens and Council. She will go out and meet with the citizens of Steelton, listen to what they have to say and share that information with Council. She is looking forward to working with Mayor Hoerner from Highspire and Mary Carricato, President of the School Board. She believes the three of them can do something great for the community and the School Board. One thing on her wish list is to get the Police Department accredited and will start working toward that goal. The East End sign, which was knocked down during the storm, has been replaced. Nick Nenninger, a very talented person in the community, is interested in becoming a Junior Council member. The Mayor asked the Council to consider developing a program to accommodate young people who would like to work in public service. Finally, she again thanked the people of Steelton for their support.

President Wright stated that the Mayor has a voice in what happens in the Borough and the Council must support the new Mayor. He congratulated Ms. Marcinko in her new position as mayor. President Wright reminded the persons attending the meeting that there is a vacant seat on the Council and the current Council has 30 days to fill that position. He asked that if anyone knows a person who might be interested in filling the vacancy notify Mr. Brown, so that their name may be placed forth for consideration.

Executive Session:

Council recessed into Executive Session to discuss personnel matters at 7:38 p.m.

The Council Meeting was resumed at 8:45p.m.

Adjournment:

The Council meeting resumed at 8:45 p.m. Mr. Segina moved and Ms. Kratzer seconded the motion that the Steelton Borough Council Meeting be adjourned at 8:46 p.m. The motion carried with a unanimous vote of Council.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB' with a flourish extending to the right.

Douglas Brown, Secretary

Steelton Borough Council Agenda

June 19, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: President Jeffrey Wright

Special Order of Business:

Mr. Wright

Resignation of Ms. Marcinko from Steelton Borough Council Effective Immediately

Mr. Wright

Resolution 2017-R-___ Appointing Maria Marcinko Mayor of the Borough of Steelton for a Term Expiring December 31, 2017

Swearing In of Ms. Maria Marcinko as Mayor of Steelton Borough

Oath of Office Administered by the Honorable Richard Lewis, President Judge, Dauphin County Court of Common Pleas

Executive Sessions between meetings: None

Approval of Minutes from previous meeting: June 5, 2017

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: May 2017

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Bustin Skateboards

Request for Authorization to Hold Downhill Skateboard Slide Jam

Justin Mendinsky

Monthly Engineer's Report

Communication:

Steelton Police Department

Special Parking Permit Denial –
Ms. Ida Foltz, 37 N. Front St.

Mr. Brown

Letter to Mr. Paulson acknowledging
His Resignation

United States Environmental Protection Agency

Final Order of Consent Decree

Unfinished Business:

Mr. Wion

Approval of Resolution 2017-R____
Resolution Naming the Steelton
Municipal Building as the Frederick
Douglas Municipal Building

Mr. Brown

Ratification of Houck Roofing Quote
to Fix Borough Building Mortar for
\$9,884.00

Mr. Brown

Update on Spruce Street
Lights/Lighting

Mr. Brown

Update on Comcast Installation

New Business:

Mr. Brown

Approval of Payment Application #2
to Arment Concrete in the Amount of
\$30,699.00 for Contract 2017-01
(Steelton Skate Park Project)

Mr. Brown

Approval of HRG Amendment #1 to
Washington Street Sewer
Rehabilitation Project

Mr. Brown

Approval of Engineering Agreement
for 5-Year Capital Improvements
Plan

Mr. Proctor

Authorization for Borough Public
Works to Rent Paver/Miller and Pave

Walnut Street (2nd to 4th) and 4th Street (Mulberry to Walnut)

Mr. Brown

Steelton Fire Department Request for Sponsorship of Local Share Grant for Purchase of New Fire Engine/Rescue Truck

Mr. Brown

Approve Request from Grace Temple to Use Borough Parking Lot for June 23-25, 2017 for State Annual Assembly

Mr. Brown

Partial Refund of 2011-2017 Real Estate Taxes for 528 Lincoln Street

Mr. Brown

Authorization to Allow Businesses to Purchase Street Flags bearing the Steelton Borough Logo

Mr. Wion

Resolution 2017-R-___ Eliminating the Special Purpose Parking Permit of Loretta M. Weiger at 746 North Second Street. The property has a new owner.

Mr. Wion

Resolution 2017-R-___ - Special Parking Permit for Betsy Jones, 302 N. Front Street

Public Comments:

Council Concerns:

Adjournment:

Steelton Borough Council Agenda FINAL

July 17, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings: None

Approval of Minutes from previous meeting: June 19, 2017

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: June 2017

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- NEDC Committee (Written Report)
- Public Works (Written Report)
- Codes Department (Written Report)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

Presentations:

- | | |
|----------------------|--------------------------------|
| Ms. Ashley Shiwarski | Utility Service Partners, Inc. |
| Justin Mendinsky | Monthly Engineer's Report |

Communication:

- | | |
|-------------------------------|--|
| Douglas Brown | Letter to Dauphin County DCED
Authorizing Release of \$11,102.57
for School to Table Greenhouse
Project |
| TRC Environmental Corporation | Executive Summary-Phase I
Environmental Site Assessment
Program |
| PBAPS | Nuclear Power Plant Exercise
Observer Report |

Doug Brown	Letter to Zelenkofske Axelrod, LLC Regarding Audit
Doug Brown	Feb 21-22, 2017 Filter Plant Performance Evaluation
Andrew Mahalchick	Request for County Sponsorship of Local Share Municipal Grant Application
Todd Meledin	Interest in Codes Appeal Committee
Unfinished Business:	
Mr. Mendinsky	Award of Bid for Washington Street Sanitary and Storm Sewer Rehabilitation Project
Mr. Proctor	NEDC Recommendation to Adopt Steelton Borough Adopt-A-Park Program Guidelines
Mr. Proctor	NEDC Recommendation to Approve Flag Sponsorship Program
Mr. Proctor	Approval of Extension of Codes Reciprocity Agreement with Highspire Borough
New Business:	
Mr. Mendinsky	Request for Approval of Application for Payment #1 – Final for Tot Lot Project - \$48,254.00
Mr. Mendinsky	Request for Approval of Application for Payment #2 – Final for Firehouse Improvements Project - \$10,421.68
Mr. Proctor	NEDC Recommendation to Approve Co-sponsorship of PA Literacy Council Gaming Grant
Mr. Proctor	NEDC Recommendation to Approve Steelton Borough to Apply for Gaming Grant to Pay for Portion of Skate Park Loan
Mr. Singh	Recommendation from Steelton Planning Commission to Approve

	Subdivision Plan of Tecumseh and Approval of Corresponding
Mr. Wright	Resolution 2017-R __Appointment Filling Vacancy on Borough Council for the Unexpired Term of Maria Marcinko
Mr. Wright	Approval of Resolution 2017-R-__ Renaming Adams Street as Frank Brown Boulevard.
Mr. Wright	Reorganization of Council
Mr. Brown	Request to Close Second Street for Back-to-School Block Party on August 19 th from 10 am to 8 pm
Mr. Brown	Request for Sponsorship of Local Share Grant from YMCA
Mr. Brown	Approval of Joshua Sherrid for Municipal Emergency Management Coordinator
Mr. Wion	Approval of Ordinance 2017-__ Amend Code to Establish Additional and Eliminate Special Purpose Parking
Public Comments:	
Council Concerns:	
Executive Session:	to Discuss Personnel Matters
Adjournment:	

Steelton Council Meeting Minutes

July 17, 2017

Present:

Jeffrey Wright, President

Brian Proctor, President Pro-Tem

Michael Albert

Keontay Hodge

Kelly Kratzer

Michael Segina

Maria Marcinko, Mayor

Dave Wion, Solicitor

Justin Mendinsky, Engineer

Amrinder Singh, Codes Officer

Eugene Vance, Fire Chief

Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Douglas Brown – Borough Manager

Anthony Minium, Police Chief

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright

Moment of Silence:

Mayor Marcinko led the body in a moment of silence.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the June 19, 2017 meeting.

Mr. Wion indicated that on page 8, there was an error in name. Instead of Chief Wion, the sentence should read Chief Minium. There were no other corrections to the minutes. Mr. Proctor moved and Ms. Hodge seconded the motion that the minutes be approved with the corrections noted by Solicitor Wion. The motion passed by a unanimous vote of Council.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of schedule of billing requisitions, and change orders as presented for: June 2017

Council reviewed the schedule of billing requisition, and change orders for June 2017. Mr. Albert moved and Mr. Hodge seconded a motion to accept the schedule as presented. The motion carried by a unanimous vote of the Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Mr. Segina added a reminder that the Fire Department is sponsoring a Chicken BBQ Saturday from 11am until.

Police Department: (Written Report)

Mayor Marcinko added that the last Fun Nights in the Park with the Police has been scheduled for this evening at the Mohn Street Park. The Department is in the process of planning for the National Night Out, there are issues with the Ford Explorers used by the Department and there is a possibility that there is an issue with carbon dioxide leaks from the computers installed in the police cars. Chief Minium is working to resolve those issues.

Public Works (Written Report)

Codes Department (Written Report)

Codes Officer Singh highlighted items in his written report. He brought attention to the Codes Department working with the NEDC Committee and Mr. Wion to revise and update current Borough Codes. He encouraged the public to attend the meeting so that they can hear and have input in the revisions. Mr. Singh's stated that his goal is to have the revisions completed by the end of the year so that 2018 starts with the updated codes book. He presented a Mid-Year Report contrasting the work completed by the department in the past six months with those completed within the same time period in 2016. He stated that:

- 54 work permits were issued vs. 43 in 2016
- 3 stop work orders was issued vs 0 in 2016
- 112 citations were issued vs 201
- 165 court hearings were attended vs 84 in 2016
- 570 rental inspections were conducted vs 347 in 2016
- 1,849 violations were found during rental inspections vs 1,509 in 2016
- 97 rental properties were in compliance vs 72 in 2016
- 2,269 properties were inspected for Quality of Life issues vs 1,398 in 2016
- 1,217 properties received warnings vs 584 in 2016
- 274 Quick Tickets were issued vs 149 in 2016
- 1,053 properties received Notices of Violations with 4,102 violations found vs 130 Notices of Violations with 640 violations found in 2016
- 7 properties were condemned (most for fire damage) vs 3 in 2016
- \$39,651.00 received in revenue vs \$31,171.45 in 2016

Mayor's Report: (Oral Report)

Mayor Marcinko made several points during her first report. The first was that she wants to be a cheerleader for the Borough and she will do so by keeping her pulse on the community. She has found that there are many persons in the community that want to be a part of the solution and are willing to work to make things happen. She plans to use social media and "ME" talks to get information from the citizens and feed that information back to the Council for their knowledge and action. She is looking for ways to broadcast things that are happening in the Borough. One of her projects will be to find ways to identify persons moving into the Borough and develop an information/ resource Welcome Packet to give to them. She will renew the issuance of Proclamations to businesses and persons in the community. The Mayor plans to publish an article in the Steelton Newsletter and follow-up with the appropriate Department heads on complaints brought to her attention. Mayor Marcinko also stated

that she had a personnel issue she wanted to discuss with Council and requested an Executive Session in order to hold that discussion.

Borough Manager's Report: (Oral Report)

In the absence of Mr. Brown, no Borough Manager's Report was presented.

NEDC Committee (Written Report)

Mr. Proctor stated that the issues from the Committee were already listed on the agenda and he would address recommendations from the Committee at that time.

Mr. Albert moved and Mr. Proctor seconded the motion that the Department reports be accepted as presented. Ms. Hodge had a question regarding the Mayor's request for an Executive Session. Since Executive Session to discuss personnel matters is already listed on the agenda, there is no reason to take further action. The motion which passed by a unanimous vote of the Council.

Presentations:

Ms. Ashley Shiwarski presented information from the National League of Cities who supports a *Service Line Warranty Program* that is administered by Utility Service Partners, Inc. The Utility Service Partners, Inc. office is located in Pittsburg, PA. The program is designed to assist property owners with three issues: sewer line problems outside the home, water line problems outside the home and in-home plumbing problems. The company sees the program as a way to raise awareness of property owners that they are responsible for the repair of a portion of the water and sewer lines located outside their home as well as offer peace of mind that the cost for such repairs has been covered by the program should they decide to participate. The Service Line Warranty Program provides a list of plumbers in the areas that they have been investigated and found to be reputable. The service provides up to \$8,000.00 for outside repairs and up to \$3,000.00 for in-home repairs. The program requires that the Borough partner with Utility Service Partners, Inc. to make this program available to citizens of the Borough. The Borough would be required to send letters to residents stating that it supports the use of the program. This will be done in exchange for the Borough receiving \$.50 per month per service.

Ms. Hodge asked if persons signed up for the service and found that they could not pay for it, could they be reinstated in the program. Ms. Shiwarski responded that the person could be reinstated once the bill was paid in full. Mayor Marcinko asked if preventive services were offered or if the program can be used only if there is a problem. The response was that the program would be in effect only in case of a service need. Mayor Marcinko asked is the service covered the cost of digging up and replacing concrete. The response was that the program covers up to \$8,000.00 for outdoor repairs. Both Ms. Kratzer and the Mayor remarked that the program was reasonably priced. President Wright referred the program for review and recommendation from the NEDC Committee. He also stated that if the Committee was in agreement with the Borough sponsoring the program that the Committee and Mr. Wion work together to prepare an agreement. Ms. Shiwarski stated that an agreement was included in the packet she provided to Mr. Brown. President Wright stated that Council and the Solicitor need to review the agreement.

The Engineer's Report:

Mr. Justin Medinsky of Herbert, Rowland & Grubic, Inc., presented the Engineer's Report submitted July 13, 2017. Mr. Mendinsky reported:

- ✓ **Phase II of the Fire House Improvement Project** has been completed. The contractor, East Coast Contracting, has requested and HRG recommends that the Borough authorize final payment.
- ✓ **Midget Baseball Field CDBG Project** – Manager Brown and Mr. Wion have reviewed correspondence received from the Contractor's Surety and the U.S. Department of Labor regarding withholding of any further payment to Steele City Contracting. A summary of liquidation damages has been compiled for a potential claim against the Surety by the Borough. Mr. Proctor asked how much money will be withheld and when the Borough will be able to accept bids to repair the things that need to be completed. Mr. Mendinsky stated that there was \$12,300.00 in the reserve. He cannot answer the question about the Borough receiving money. The Borough has had to have the mound reworked and the diamond text have been replaced. Request for payment have been made to the Borough for payment for those services completed by other providers.
- ✓ **Mulberry Alley and Bessemer Street Infrastructure Improvement Project** is substantially completed. They are in the process of preparing the final Change Orders and Applications for Payment that are required in order to close the contract.
- ✓ **Adams Street Townhome Project** – The Zoning Board approved the Variance and Special Exception requested. HRG is currently working on resolving the problem with the current grading plan and the previously installed retaining wall. The problem is substantial and has required consultation with a geotechnical engineer to help find resolution. Manager Brown is to discuss the problems with the project developer.
- ✓ **Mohn Street Tot Lot Project** has been completed. The HRG has proposed that the final approval, recommendation for final payment and closing the contract will be discussed later in the meeting. Mr. Proctor asked if the extra mulch left at the project was for settling. President Wright stated that he had spoken to Manager Brown regarding the mulch and Mr. Brown said that the mulch will be used for settlement and fill-in.
- ✓ **Skate Park Project** – is moving along smoothly. The concrete pour for Quadrant I has been completed and reinforcements for the pouring of Quadrant II is also completed. The timeline for completion of the project is attached to the engineer's report. Armet Concrete, LLC has requested and extension of time for completion of the project. Manager Brown has approved the extension, since it will not conflict with the timeframes set out by the grants being used for the project. Ms. Hodge asked if the extended time will add to the cost of the project. Mr. Mendinsky stated that no increase of fees will occur, in fact, there may be a lowering of cost to the Borough.
- ✓ **The Washington Street Sewer Rehabilitation Project** the bid process has been completed and a request for approval of the lowest bidder is on the agenda. The project is funded by grant monies.
- ✓ **5-Year Capital Improvements Plan** – A meeting with Manager Brown and the Public Works staff to discuss the recommendations is scheduled for August 3, 2017.

(Items included in the written report, but not the oral report.)

- ✓ **2016 Sewer Rate Study** – The development of the 5-Year Capital Improvements Plan will greatly influence the completion of the Sewer Rate Study. The cost information and proposed project

schedules in the Capital Improvements Plan will be used to further determine modifications to the Borough's current rate structure.

- ✓ **Storm Management Program (MS4 Program)** – Work is continuing on this year's permit activities and the Pollution Reduction Plan which is due in September.

President Wright called for a motion to approve the Engineer's Report. Mr. Albert moved and Ms. Hodge seconded the motion to approve the Engineer's Report. The motion was approved by a unanimous vote of Council.

Communications:

Douglas Brown wrote a letter on behalf of the Borough to Dauphin County DCED Authorizing Release of \$11,102.57 for School-to-Table Greenhouse Project.

TRC Environmental Corporation provided the Executive Summary for Phase I of the Environmental Site Assessment Program.

The Peach Bottom Atomic Power Station sent a report of the Three Mile Island Nuclear Power Plant Exercise Observer Report. Mr. Segina used this time to thank members of the Fire Department and other volunteers that participated in the drill.

Douglas Brown, on behalf of the Borough, wrote a letter to the Borough Auditors, Zelenkofske Axelrod, LLC regarding the additional audit they performed as required by the Federal Government.

The Bureau of Safe Drinking Water from the Pennsylvania Department of Environmental Protection sent a copy of the February 21-22, 2017 Filter Plant Performance Evaluation.

Mr. Andrew Mahalchick, Chairman of the Steelton Volunteer Fire Department Board of Directors, provided a copy of his letter to the Dauphin County Gaming Advisory Board asking the Dauphin County Board of Commissioners to sponsor the Local Share Municipal Grant Application they will file to help pay for a new Fire Engine/Rescue Truck.

Mr. Todd Meledin submitted a letter indicating his interest in serving on the Codes Appeal Committee.

Unfinished Business:

Mr. Mendinsky requested that the Council award the contract for completion of the Washington Street Sanitary and Storm Sewer Rehabilitation Project to the DeTraglia Excavating Company. The company placed the lowest bid for the Project. Mr. Segina questioned the feasibility of the low bid on one line item in the bid. Mr. Mendinsky stated that he thought the figure was reasonable. Mr. Albert moved that the DeTraglia Excavating Company be approved as the contractor for the Washington Street Sanitary and Storm Sewer Project for a sum of \$371,453. Mr. Proctor seconded the motion which was passed by a unanimous vote of Council. Mr. Mendinsky reiterated that the funds for the project were in place and consisted of grant monies.

Mr. Proctor presented the NEDC recommendation to approve the Steelton Borough Adopt-A-Park Program. He stated that the Committee recommends that only churches and organizations participate in the program. He presented a Steelton Borough Adopt-A-Park Program Booklet to Council. After review, Mr. Albert moved and Ms. Hodge seconded the motion that the Council approve the Adopt-A-Park Program as presented by the NEDC. The motion passed by a unanimous vote of Council.

Mr. Proctor presented the NEDC recommendation to approve a Flag Sponsorship Program. With this program, the Borough will make 50 banners available for purchase by local businesses, organizations, families and individuals. The banners would be the same ones that hang on Front Street with the name of the purchaser added at the bottom of the flag. The banner cost \$250.00 and is 100% tax deductible. An information sheet and Sponsor Form were presented to Council for review and comment. There was some discussion about the use of the profit from the banner sales. That will be resolved at a later date. Ms. Kratzer moved and Mr. Segina seconded the motion that the Flag Sponsorship Program be approved. The motion passed by a unanimous vote of Council.

Mr. Proctor asked that Council approve the Extension of Codes Reciprocity Agreement with Highspire Borough. The agreement would allow Mr. Singh to provide Codes support to Highspire in case no Codes Officer from the Highspire is available. In situations such as their officer is on vacation, ill, etc. and there is a need for his services. Council was provided a copy of the agreement prepared by Highspire Borough for review. Mr. Wion stated that no action was needed by Council on this issue. He further reminded Council that Steelton had such an agreement with Highspire in the past and it was used at a time that the Borough had no Codes Officer. Ms. Hodge moved that Council accept the agreement between the Borough of Highspire and Mr. Singh. Mr. Albert seconded the motion which was passed by a unanimous vote of the Council.

New Business:

Mr. Mendinsky requested the Council approve Arment Concrete's request for payment #1, which is the final payment for the work completed on the Tot Lot Project. The payment requested is for \$48,254.00. Mr. Proctor moved and Ms. Kratzer seconded the motion that the request for payment be approved. The motion passed by a unanimous vote of Council.

Mr. Mendinsky requested that Council approve the second and final request for payment from East Coast Contracting for completion of the Fire House Construction, Phase II in the amount of \$10,421.68. Mr. Albert moved and Ms. Hodge seconded the motion that the East Coast Contracting's request for final payment be approved. The Council approved the motion by a unanimous vote.

Mr. Proctor presented a letter from Mr. Jamein Harvey, Executive Director of the Camp Curtin YMCA, asking the Borough to co-sponsor their application for a Dauphin County Gaming Grant. Ms. Hodge moved and Mr. Albert seconded the motion that the request for co-sponsorship be honored. The Council responded by a unanimous vote of support.

Mr. Proctor presented the NEDC recommendation that Council approve co-sponsorship of PA Literacy Council Gaming Grant. A copy of the Grant Application was distributed to Council for their review. Mr. Proctor moved and Ms. Hodge seconded the motion to support the request for co-sponsorship. The motion passed by a unanimous vote of Council.

Mr. Proctor presented a NEDC recommendation that Council approve the Steelton Borough Application for Gaming Grant to pay for a portion of Skate Park Loan. The request is for \$ 80,000.00 Mr. Segina moved and Ms. Hodge seconded the motion that the request to apply for Gaming Grand funding for the Skate Park be

approved. The motion passed by a unanimous vote of Council.

Mr. Singh presented information from the Steelton Planning Commission regarding a request by Tecumseh to subdivide a parcel of land that they own into two sections. The total parcel of land is 61 acres. They are requesting the land be broken down to a 48 acre parcel and a 13 acre parcel. The land covers both residential and industrial zoning. At this point, there is no request to use the land for any specific purpose. They are only requesting the land be divided into two parcels. Mr. Wion added that this is not an unusual request because they are requesting both the preliminary and final approval at the same time, which could only be done by a waiver of Code 99-12. He further stated that there was no problem with the covenant for the land or with easement between properties. If the easement beyond the properties is necessary, it will be handled at the time of need. Mr. Tom Diley, Consulting Engineer for Keystone, the Engineers was present for the meeting. Ms. Hodge asked him if the property was to be used for something other than industrial use if a zoning change would be required. Mr. Diley responded in the affirmative. It is noted that the engineers from HRG were consulted and they are in agreement that there should be no problem with the division. Mr. Albert moved and Mr. Proctor seconded the motion that the wavier to allow both preliminary and final approval of the land division be approved. The motion passed by a unanimous vote of Council. Mr. Albert moved and Mr. Proctor seconded the motion that Resolution 2017-R-24, which is the corresponding Resolution be approved. The motion was approved by a unanimous vote of Council.

Mr. Wright requested that Council approve the Resolution 2017-R-25 to rename Adams Street to **Frank S. Brown Boulevard**. Mr. Proctor moved and Mr. Albert seconded the motion that Adams Street from Front to Lebanon Street be renamed Frank S. Brown Boulevard. The motion was passed by a unanimous vote of Council. Mayor Marcinko had questions regarding the timing of the change and the timely notification of persons living on that street so that could properly notify persons of their address change. Mr. Wion began to discuss the possible process. Mr. Proctor stated that the details will be worked out in the NEDC Committee.

President Wright introduced the request that Second Street be closed for Back-to-School Block Party on August 19, 2017 from 10 am to 8 pm. Mr. Proctor moved and Mr. Albert seconded the motion that the closure be approved. The motion passed by a unanimous vote of Council.

President Wright presented the request to approve Joshua Sherrid to serve as Municipal Emergency Management Coordinator. Ms. Kratzer moved that Mr. Sherrid become the Municipal Emergency Coordinator. Mr. Albert seconded the motion which was passed by a unanimous vote of Council.

Mr. Wion presented the request to approve an Ordinance amending the Code to Establish Additional and Eliminate Special Purpose Parking. He reminded Council that twice a year all the Special Purpose Parking changes are memorialized in an ordinance. Mr. Albert moved that Ordinance 2017-4 to Amend Code to Establish Additional and Eliminate Special Purpose Parking be approved. Mr. Proctor seconded the motion which passed by unanimous vote of Council.

Mr. Wright presented the Reorganization of Council Committees. As President of the Council, he has the authority to place persons on committees. He discussed the positions with each Council member before assigning persons to the committees. The Committees and members are:

Neighborhood & Economic Development Committee

Brian Proctor, Chair
Michael Segina, Vice Chair
Keontay Hodge
Mayor Maria Marcinko
Douglas Brown, Borough Manager

Fire, Ambulance FMA

Mayor Maria Marcinko, Chair
Kelly Kratzer, Vice Chair
Michael Segina
Ryan Maxwell
Douglas Brown, Borough Manager

Police Issues and Negotiating Committee

Mayor Maria Marcinko, Chair
Kelly Kratzer, Vice Chair
Michael Segina
Keontay Hodge
Douglas Brown, Borough Manager

Public Works Committee

Keontay Hodge, Chair
Brian Proctor, Vice Chair
Ryan Maxwell
Mayor Maria Marcinko
Douglas Brown, Borough Manager

Finance Committee

Kelly Kratzer, Chair
President Jeffrey Wright, Vice Chair
Brian Proctor
Douglas Brown, Borough Manager

Personnel Committee

President Jeffrey Wright, Chair
Brian Proctor, Vice Chair
Keontay Hodge
Mayor Maria Marcinko
Douglas Brown, Borough Manager

Arcelor Mittal Committee

Mayor Maria Marcinko, Chair
Michael Segina, Vice Chair
Ryan Maxwell
Vacancy
Douglas Brown, Borough Manager

***Flood Plain Maintenance Insurance
& Flood Insurance Committee***

Kelly Kratzer, Chair
Keontay Hodge, Vice Chair
Ryan Maxwell
David Wion, Solicitor
Amrinder Singh, Codes/Zoning Officer
Douglas Brown, Borough Manager

Water Authority

Alan Ausman, Chair
Michael Segina, Vice Chair
Kathy Handley
Ryan Maxwell
Thomas Acri
Douglas Brown, Borough Manager

President Wright explained that the Borough Manager is a member of every committee and is required to attend each meeting. Further, he explained that the Mayor is the Mayor and is free to attend the meetings of those committees that she where she is not a specified member.

Ms. Hodge moved and Ms. Kratzer seconded that Council accept revision of Committee Members as presented by the Council President. The motion passed by unanimous vote of Council.

Mr. Wright called for nominations to fill the Borough Council Seat vacated by Mayor Maria Marcinko. Ms. Kratzer nominated Ms. Ryan Maxwell. There were no other nominations. President Wright called for a roll call

vote. Mr. Albert – yes; Ms. Hodge – yes; Mr. Proctor – yes; Mr. Wright – yes; Mr. Segina – yes; Ms. Kratzer – yes. Ms. Ryan Maxwell was unanimously voted to fill the vacant Council Seat which expires January, 2018 as reflected in Resolution 2017-R-26 Appointment Filling Vacancy on Borough Council for the Unexpired Term of Maria Marcinko. Ms. Maxwell signed a notarized Affidavit stating that she is a legal resident of Steelton Borough. Solicitor Wion explained to those in attendance that, in accordance with the law, Ms. Maxwell had to sign an notarized affidavit swearing that she had been a resident of the Borough of Steelton for at least a year. Following the signing of the Affidavit, Ms. Maxwell was sworn in as a Council Member by Mayor Maria Marcinko. Mr. Maxwell held the Bible for his wife’s swearing in. Ms. Maxwell was welcomed by a applause and a standing ovation by the Council and Borough staff, she moved into her new Council seat and received a Council Packet.

Mr. Wright called for nominations for the Vice President seat vacated by Mayor Marcinko. Mr. Segina nominated Mr. Proctor. There were no other nominations. Mr. Proctor abstained from voting. President Wright called for a voice vote. Mr. Albert – yes; Ms. Hodge – yes; Mr. Wright – yes; Ms. Maxwell – yes; Mr. Segina – yes; Ms. Kratzer – yes. Mr. Proctor was named Vice President of the Steelton Borough Council until the 2018 re-organization of the Council.

Mr. Wright called for nominations for President Pro Tem position vacated by Mr. Proctor. Mr. Proctor nominated Mr. Segina. There were no other nominations. Mr. Segina abstained from voting. President Wright called for a voice vote. Ms. Kratzer – yes; Ms. Maxwell – yes; Mr. Wright – yes; Mr. Proctor – yes; Ms. Hodge – yes; Mr. Albert – yes. Mr. Segina was voted President Pro Tem of the Steelton Borough Council until the re-organization of Council in 2018.

Public Comments:

Dennis Heffner, 337 Swatara Street – Mr. Heffner reported concern about youth throwing rocks, bottles, eggs, and shooting BB’s over the wall and in the general area. One house in the area was egged, and BB’s have been shot through windows. Mr. Heffner blamed the problem on persons residing in rental property. Mayor Marcinko responded that the Police Department was aware of the problem and working to help resolve the issues. She also stated that there is no way to predict or control human behavior. Mr. Heffner stated that when Officer Martin patrolled the area there were no problems. He feels that increased police presence will help remedy the problem. Mayor Marcinko stated that Chief Minium had increased patrols, but the increased patrols include the entire Borough. Mr. Proctor stated that if the youth are throwing obstacles over the wall that a fence should be installed on top of the wall. President Wright acknowledged that Mr. Heffner had brought information to the Council and efforts will be made to resolve the issue.

Ina Alcendor, 109 Conestoga Street – Ms. Alcendor was concerned about statements made in a newspaper article about the development of Renaissance Row and the institution of the new tax abatement system (LERTA). Ms. Alcendor stated that the way the information was presented in the article, no provisions were made for the creation jobs or use of minority contractors and minimum wages were not guaranteed. The tax abatement in Harrisburg include these provisions in their law. Ms. Hodge pointed out that the development of Renaissance Row and the tax abatement are two different things, and noted that the developer of Renaissance Row is a Black owned business, which will bring jobs to the Borough. She stated that the tax abatement is to encourage property owners to improve their properties and increase the value of the properties and create a more attractive Steelton. Mr. Segina remarked that the article written by Penn Live

mixed three programs together and it did not point out the features and/or benefits of each program. He also stated that the tax abatement program adopted by Steelton made things as simple as possible. Adding constraints like those included in the Harrisburg legislation could make it more difficult for individual property owners to meet the minimum requirements. Ms. Alcendor asked if the discussion means that jobs will be available as a result of the new programs. The response was, "yes". Mayor Marcinko stated that Harrisburg and Steelton are two different entities. The developers in Steelton have agreed to provide jobs for residents first. The whole purpose for the tax abatement is to help cut down with blight and encourage new developments.

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked about the Borough's plans to deal with the property located on Cameron Street near the old Dairy Queen. The property owners dug a trench, then stopped moving forward to the project. Mr. Singh reported that the owner has submitted drawings and is moving forward with plans to complete the project. Once the permit is issued, the property owner has one year to complete the project. If no progress has been made with 180 days following the issuance of the permit, the permit can be revoked. The issue is that any work done on the property, a large amount or negligible amount, is counted as progress. Mr. Powell also expressed concern about the amount of weeds growing and asked if they could be removed by the Department of Public Works.

Cheryl Powell, 321 Lebanon Street – Ms. Powell sought to clarify her understanding of the previous conversation. She asked if as long as a person does one thing on the property, that one action counts as taking action on the project. She asked how that condition can be changed. Mr. Singh explained that it is a State law, covered by the Unified Code. No municipality can override State law. It was noted that the same entity owns that property and a property on Pine Street. Some obvious progress is being made at the property on Pine Street that sustained fire damage several years ago.

Sharon Thomas 120 Lincoln Street - expressed concern that 2nd and Ridge St. needs to be tidied up the tree resting on the electrical wires needs to be trimmed.

Emmuel Powell, 321 Lebanon Street - asked if the Borough could develop its own codes to handle problems with property maintenance. The response was that whatever codes or rules made by the State of Pennsylvania writes must be followed by the Borough.

Jeannie Barrett, 349 South Fourth Street, Ms. Barrett congratulated Ms. Marcinko on her new position as Mayor of Steelton. She asked if there was grant money to renovate properties. Mayor Marcinko stated that LERTA is not grant funds but a way to fix up property without costing more taxes immediately. Ms. Barrett also asked how she could obtain a Special Purpose Parking Permit. Mayor Marcinko stated that she needed to contact the Steelton Police Department for assistance with that issue.

Council Concerns:

Mr. Albert congratulated Ms. Maxwell on her appointment to the Council.

Ms. Hodge congratulated Ms. Maxwell, Vice President Proctor and President Pro Tem Segina on their new positions. She thanked the public for coming out and participating in the meeting and encouraged them to continue to come out and express their concerns to the Council where they can get firsthand information

regarding action being taken by the Council. She stated that perhaps a format like a Town Hall meeting could be arranged.

Ms. Kratzer thanked the public for their participation in the meeting. She congratulated those members of Council who had been appointed to new positions. Ms. Kratzer reminded the group about the Chicken BBQ which will take place at the Fire Station.

Ms. Maxwell stated that she was happy to serve on Council and help the Borough move forward to its goals. She thanked members of Council for their warm welcome.

Mayor Marcinko congratulated persons on their new appointments. She stated that she knew that Mr. Proctor would be glad to hear that Ted Knorr had contacted her regarding a "Rap" Dixon Tour. Persons have been trying to get Steeltonian James "Rap" Dixon recognized at the Baseball Hall of Fame. Two busloads of Members of the Society for American Baseball Research, Annual Negro League Conference will meet at the Harrisburg Hilton July 27-29, 2017. The group will tour Steelton, looking at Mr. Dixon's home on Adams Street and his burial plot in Midland Cemetery. The Steelton Police Department is aware of their visit and will be involved. Mr. Proctor and Mayor Marcinko will participate in the festivities. The Mayor also mentioned that she attended the Cottage Hill Fishing Tournament last weekend. The tournament is a 31 year old event and about 100 families participated. The family presented her with \$250.00 with no stipulations. Their previous donation was used to reconstruct an area damaged by a storm. The Mayor suggest that Jump Street, which painted the wooden benches at the Dock, use the money to repair the broken benches on the dock. The money was turned over to the Secretary/Treasurer of the Borough.

Mr. Wion congratulated Ms. Maxwell and her continued work with the Borough. He also congratulated persons who accepted newly elected positions on the Council.

Mr. Singh congratulated Ms. Maxwell on her appointment. He noted that this was another post in Steelton which was filled by a female. He noted that Pennsylvania ranks 49th for having the lowest number of females serving in public office. Steelton is doing well with the first female Mayor, three females on the Council, two on the Authority plus the females who serve on the School Board. Ms. Singh invited the public to attend the NEDC meeting where they are revising the Borough's codes. The next NEDC meeting will be July 25, 2017. The Zoning Hearing Committee will meet August 17, 2017 to review two new applications.

Mr. Segina thanked the public for attending the meeting. He stated that he was looking forward to working with Ms. Maxwell on the Council and knows the work she's done on the Water Authority. He is looking forward to the fresh, new ideas she will bring to Council. Mr. Segina reminded persons about the Chicken BBQ to be held at the Fire House. Persons looking for tickets can get them at the Fire House or directly from him. He noted that there was a lot of discussion about LERTA at the NEDC meetings. He encouraged the public to come out and participate in committee meetings and let their voices be heard as the committees make decisions which will be brought before Council. There is an opportunity to have input prior to the committee's presentation to Council rather than after or during its presentation to Council.

Mr. Proctor congratulated Ms. Maxwell and Mr. Segina for being selected for their new positions. He thanked the public for coming out to and participating in the meeting.

Mr. Wright congratulated persons for their new appointments. He remarked that the Committee appointments are important because they review matters and bring recommendations to the Council for action. He reiterated that he conversed with each Council member that was named as Chair of a committee and has their assurance that they are committed to their Committee and will carry out their duties to the best of their abilities. He also noted that Mr. Albert was not assigned to a committee because he stated that he is often working and could not assure that he would be available for Committee work.

Executive Session:

Council moved into an executive session to discuss personnel issues at 8:24 p.m.

The Council meeting resumed at 8:43 p.m.

Ms. Kratzer moved that Council give conditional approval to the Side Agreement recommended by Teamsters Local 776 for Joseph Conjar. Mr. Proctor seconded the motion which passed by unanimous vote of Council.

Adjournment:

Ms. Maxwell moved that the Steelton Borough Council Meeting be adjourned at 8:45 p.m. Mr. Segina seconded the motion which was passed by a unanimous vote of the Council.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda

August 7, 2017

Call Meeting to Order: Vice President Brian Proctor

Pledge of Allegiance: Vice President Brian Proctor

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings:

Approval of minutes from previous meeting:

July 17th, 2017

Public Comment of Agenda items only:

Communication:

Zelenkofske Axelrod

2016 Final Audit for Steelton
Borough General Fund and Sewer
Fund

Mr. Mendinsky

Chesapeake Bay Pollution reduction
Plan and Public Review

Dauphin County Conservation Department

2018 Gypsy Moth Suppression
Program

Presentation:

Mr. Jay Wenger

2012 Bond Refunding and RFP for
Loan to Purchase New Fire
Engine/Rescue for Steelton Borough

Unfinished Business:

Mr. Wion

Approval of Marketing and Royalty
Agreement with Utility Service
Partners Private Label, Inc.

New Business:

Ms. Kratzer

Finance Committee
Recommendation: Placing Police
and Non-Uniform Pensions to RFP

Ms. Kratzer

Finance Committee
Recommendation: RFP for Purchase
of Fire Truck/Rescue Engine

Ms. Kratzer

Finance Committee
Recommendation: Refunding of
2012 Bond Series

Mr. Brown

Resolution 2017-R-___ Appointing
Jacob Dohmen to Steelton Borough
Zoning Hearing Board

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Adjournment:

Steelton Council Meeting Minutes August 7, 2017

Present:

Brian Proctor, Vice President
Michael Segina, President Pro-Tem
Michael Albert
Kelly Kratzer
Ryan Maxwell

Maria Marcinko, Mayor
Dave Wion, Solicitor
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Eugene Vance, Fire Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Jeffrey Wright Keontay Hodge

Call Meeting to Order:

Vice President Brian Proctor called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by Vice President Proctor.

Moment of Silence:

Mayor Marcinko led the body in a moment of silence in respect of those who lost their lives in the service of their country and other loved ones.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the previous meeting: August 7, 2017

Ms. Kratzer moved and Mr. Albert seconded the motion that the minutes be approved with the following corrections: Mr. Wion noted that on page 7 fifth line in first large paragraph it should read "Mr. Wion added that it is not unusual"; Ms. Maxwell noted that the footer should be corrected to read "August 7, 2017". The motion was passed with a unanimous vote of Council.

Public Comments on Agenda Items Only:

Vice President Proctor instructed the body that he would allow the appropriate Department Head to address the issue presented, then open the discussion to Council members. There were no public comments.

Communication:

Zelenkofske Axelrod submitted written reports of the 2016 Final Audit for Steelton Borough General Fund, Sewer Fund and the Steelton Authority.

Mr. Mendinsky, engineer from HRG submitted the Chesapeake Bay Pollution reduction Plan and Public Review.

The Dauphin County Conservation Department submitted information regarding the 2018 Gypsy Moth Suppression Program.

Presentation:

Mr. Jay Wenger from Susquehanna Advisors, Inc. presented information regarding the 2012 Bond Refunding and RFP for Loan to Purchase New Fire Engine/Rescue for Steelton Borough. Mr. Wenger presented two financing proposals. The first one was regarding the proposed purchase of a new Fire Truck with an anticipated cost of \$ 600,000. They are recommending that the funding source comes from a bank loan which will bring the total cost to approximately \$630,000. The recommendation for use of a bank loan is in hope in the Borough's ability to repay the loan with the use of anticipated grant funds. This would be preferable since there are no penalties for the early repayment of a bank loan. The second proposal is that there be a re-funding of the 2012 Bonds. Ordinarily the recommendation would be to add the new funding request to the bond issue, however there is a five year prohibition on early payoff of a bond. There are some duplicated costs because there are two separate financings occurring at the same time, however the option to prepay the loan and lower the total debt is the best option. The Fire Truck loan would be amortized over 20 years with first principle payment in 2019. This would present an interest only component in 2018 with interest added in 2019. However, delivery of the equipment would not occur until August 2018. This situation would allow about two years to try to secure grant funds which could pay off the loan. The original bond was \$7,000,000.00. The proposal is to refinance approximately \$6,675,000.00. The 2012 Bonds have been called and can be paid off with a 30 day notice. The outstanding rate is about 3 ½% however, anticipating lower rates, the refinancing would be saving about 1 1/2 %. The 2012 Bond Issue was done to accommodate Water Sewer and General Fund projects. The division, which would be allocated to each fund, is approximately 40% water, 15% sewer and 45% General Funds. There is an anticipated savings of approximately \$ 175,000 during the 2017 fiscal year. If the process is delayed beyond December 31, 2017, the savings would apply to the 2018 fiscal year. It takes about 20-30 days to get the rating from Standard & Poor's which would mean that the search for the loan would be in early to mid-September with a closing toward the end of September or early October. If authorization to proceed is given at this meeting, and interest rise and savings decline, the information will be shared and Council has the opportunity to review the decision. The only cost to be carried by the Borough prior to the point that the bonds will be offered, is for 70% of Standard and Poor's full fee which will be about \$10,000.00. Since the company operates on a contingency schedule, no cost will be incurred for their work. The company did review this information with the Finance Committee prior to its presentation at this meeting. Ms. Kratzer, Chair of the Finance Committee had no additional comments. Mr. Wion had comments on how Council should proceed. He stated that there appeared to be three documents requiring action. He recommended beginning with the agreement with Susquehanna Advisors, Inc. Mr. Albert moved that the Council accept the agreement presented by Susquehanna Advisors, Inc. The motion was seconded Ms. Kratzer. Ms. Maxwell abstained. The motion was carried by a majority vote, noting that two Council Members were absent from the meeting. Mr. Wenger called upon Mr. Timothy Horstmann representing McNees Wallace and Nurick, LLC, Bond Council to present a summary of the Parameters Ordinance. Mr. Wion asked that he introduce the Resolution authorizing the

Request For Proposal (RFP) to begin advertising for persons to fund the purchase of the Fire Truck, agreement to accept the proposal for service by McNees Wallace & Nurick Bond Counsel and additional professionals to complete the task set forth. Mr. Segina moved that Council approve Resolution 2017-R-27 Authorizing the Financing of the Acquisition of a New Fire Truck for the Steelton Fire Department. The motion was seconded by Mr. Albert. Mr. Wion requested Council take a voice vote on the Resolution: Mr. Albert yea, Mr. Segina yea, Ms. Maxwell nay, Ms. Kratzer yea, Mr. Proctor yea, two Council persons absent. The motion carried by majority vote. Mr. Horstmann summarized the content of the proposed Ordinance as follows: the Ordinance presented authorizes up to \$8,000,000.00 in General Obligation bonds which will be used to re-fund the outstanding 2012 Bond, authorizes all appropriate action be taken to ensure the issuance bond and the process that leads to closing of the loan, pledges the Borough's full-faith credit and taxing power as security for the bonds, and authorizes the redemption of the 2012 Bonds. Mr. Wion noted that Council has had the opportunity to review a copy of the Ordinance prior to this meeting. He stated that this should be a roll call vote. Ms. Kratzer stated that the authorization of the Ordinance is a recommendation of the Finance Committee. Mr. Albert moved that Council recommend the authorization of Ordinance 2017-5. The motion was seconded by Ms. Kratzer. The roll was called by Secretary Brown with the instruction that the vote should be yes, no, abstain. The vote was held with the following outcome: Ms. Kratzer yes, Ms. Maxwell yes, Mr. Proctor yes, Mr. Segina yes Mr. Albert yes. Two Council members were absent. The motion was carried by a majority vote.

Unfinished Business:

In response to a presentation made to Council at the July 17, 2017 meeting, Mr. Wion requested Council approval of the Marketing and Royalty Agreement developed with Utility Service Partners Private Label, Inc. This agreement with the National League of Cities through Utility Service Partners Private Label, Inc. allows the company to inform residents about their program which will pay the cost of repair of property owner's portion of the sewer and water lines located in the street. It also includes a secondary pre-paid plumbing program through which area plumbers, approved by the company, are available to conduct in-home repairs. The Borough receives compensation for its support of the marketing campaign which will be conducted three times per year. Mr. Albert moved and Ms. Maxwell seconded the motion that the Marketing Agreement between the Borough of Steelton and Utility Service Partners Private Label, Inc. be approved. The motion passed by a unanimous vote of Council. Two Council members were absent from the meeting.

New Business:

Ms. Kratzer presented a recommendation from the Finance Committee to send out an RFP for for Police and Non-Uniform Employees' Pension Plans. The Committee would like ensure that the Borough gets the best rates for those handling the Pension Plan. Mr. Segina moved and Mr. Albert seconded the motion to solicit bids for Pension Plans for Police and Non-Uniformed Employees of the Borough. The motion passed by a unanimous vote of Council. There were two Council members absent from the meeting.

Mr. Brown requested approval of what will become Resolution 2017-R-28, appointing Jacob Dohmen to Steelton Borough Zoning Hearing Board. Mr. Brown stated that Mr. Dohmen was the only person who responded to the announcement that the Board position was open. Vice President Proctor requested that Mr. Dohmen address the Council. He stated that he was a native of Pennsylvania. Mr. Dohmen informed Council that he was an active volunteer in the other communities where he has lived and desired to become active in the Steelton community. Ms. Kratzer asked Mr. Dohmen when he moved to Steelton. He moved to the Borough July 8, 2017. Mr. Brown clarified that there is no residency requirement for a position on the Board. It was also noted that Mr. Dohmen had spoken with Mr. Proctor and Mr. Segina prior to the meeting. Mr. Segina moved and Ms. Kratzer seconded the motion the Resolution 2017-R-28 appointing Mr. Dohmen to the Steelton Borough Zoning Hearing Board be approved. The motion passed with a unanimous vote of Council members present at the meeting. There were two absent Council members.

Mr. Brown requested the Council approve a resolution to support Nuclear Energy in the State of Pennsylvania. Ms. Kratzer moved and Mr. Albert seconded the motion that Resolution 2017-R--29 Supporting Nuclear Energy in Pennsylvania be approved. The motion was approved by a unanimous vote of present Council members. Two members of Council were absent.

Public Comments: There were no public comments made during this meeting.

Council Concerns:

Ms. Kratzer stated that she was out of town over the weekend but heard that Steelton was busy during her absence. She noted the Croatian St. Lawrence Day Celebration and the Opening of the Skate Board Shop with events held on Locust Street. Ms. Kratzer expressed her pleasure at knowing that new things were happening and traditions were being restored in the community.

Ms. Maxwell stated that she has been on the Council for three weeks and was pleased to serve. She mentioned that she has plans to visit the Skate Board Shop and is excited about all the new things coming to Steelton.

Mr. Albert complemented the Mayor, Police and Fire Department and others involved with the UGI gas leak problem. He stated that it was a learning experience for all involved.

Mr. Brown, Mr. Wion and Mr. Singh expressed no concerns.

Mayor Marcinko expressed how great it was that the community was out and involved in activities this weekend. She noted that on July 27, 2017 the Borough hosted The National Negro Baseball Conference which was interested in the history of Herbert "Rap" Dixon as well as the Borough. They toured the Borough, stopped at his house and visited the gravesite in Midland Cemetery. She expressed thanks to the Police Department and Mr. Proctor for their participation in the event. The Mayor thanked persons involved in resolving the UGI gas leak situation. She also stated that it was a learning experience. She mentioned that the Humane

Society conducted an animal vaccination clinic on Locust Street during the celebration of the Skate Board Shop opening. She noted that several persons, who were unaware that the vaccination clinic was going on returned to the site to get their animals vaccinated. Mayor Marcinko stated that the St. Lawrence Lodge 13 sponsored St. Lawrence Day Celebration. The Lodge has been in the community since 1895. The procession to the church occurred for the first time since 2004. It was an enjoyable celebration and many persons from the community participated in the event. She thanked the Police Department for their participation in the event. She announced that on August 26, 2017 there will be an Opening Celebration at the new Herbal Essence shop on South Front Street at 11:00 a.m., followed by the noon LERTA luncheon which will be held at Borough Hall. September 16, 2017 there will be a Chicken Barbeque held by the Steelton Fire Department. The Mayor asked that the community turn out in support of this event. She alerted Council Members that they will be contacted by the new **Emergency Management Coordinator (EMC)** regarding upcoming training. She shared the fact that she is getting letters from persons in the community regarding their concerns and she will give the letters to the appropriate Department Heads for action and resolution.

Mr. Segina announced that the Fire Department's Chicken Barbeque has been rescheduled September 9, 2017. He thanked persons for attending the meeting.

Chief Vance introduced the new Emergency Management Coordinator, Mr. Joshua Sherrid, to the body. He was welcomed with applause.

Chief Minium thanked the volunteers that made the National Night Out a success. He was especially grateful for phenomenal assistance of Doug Brown and Mr. Singh for their assistance helping him get the area setup. He stated that it was a wonderful event and thought it was good to see the community engaged with each other.

Mr. Proctor thanked persons for attending the meeting and encouraged them to continue their participation. He thanked the Fire Department, Police Department and the other employees of the Borough for their good work.

Executive Session: The Council meeting recessed to enter Executive Session to discuss personnel matters at 7:02 p.m.

Council meeting resumed at 7:35 p.m. Mr. Albert moved that Chief Anthony Minium receive an immediate salary increase to bring his salary to \$90,000.00 per year. The motion was passed by voice vote: Mr. Albert – yea Mr. Segina – yea Ms. Kratzer – yea Ms. Maxwell – yea Mr. Proctor – yea. Two Council persons were absent.

Ms. Kratzer moved and Mr. Segina seconded the motion that the Special Counsel, Mike Miller develop a side letter making the twelve hour shift a permanent part of the agreement with the Union. The motion was passed by a unanimous vote of Council. Two Council members were absent.

Ms. Kratzer moved and Ms. Maxwell seconded a motion that Officer Cory Allwein be moved to permanent status effective October 1, 2017. The motion was passed by a unanimous vote of Council. Two Council members were absent.

Adjournment:

At 7:36 p.m., Mr. Segina moved and Mr. Albert seconded the motion that the Steelton Borough Council Meeting be adjourned. The motion carried with a unanimous vote of Council.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB' or similar initials, written in a cursive style.

Douglas Brown, Secretary

Steelton Borough Council Agenda

August 21, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings: None

Approval of Minutes from previous meeting: August 7, 2017

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: July 2017

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Ms. Petrina

Request to Address Council
Regarding Codes Issue at
Neighboring Property

Mr. Brandon Meyers, HRG, Inc.

Presentation of MS4 Permit
Application and Associated
Chesapeake Bay Pollution Reduction
Plan

Mr. Wenger/Ms. Kreiser

Recommendation of Bank Proposal
for Financing of Steelton Fire Truck

Mr. Justin Mendinsky, HRG, Inc.

Engineer's Report

Action Items Presented by Engineer:

1. Request for Approval of
Payment Application #3 for
Arment Concrete for \$30,699.00

2. Approval of Change Order #4 Midstate Mechanical & Electrical, LLC for Steelton Fire House Annunciator for \$1,014
3. Change Orders to Arment Concrete for Installation of Bollards at Skate Park for \$1,250
4. Change Orders to Arment Concrete for Installation of Fence at Bowl for \$1,050
5. Change Order to Arment Concrete for Installation of Fence by Playground at Skate Park for \$820

Communication:

Dauphin County Conservation District

Community Assistance Contact Meeting to Review Floodplain Areas September 19, 2017 to review floodplain areas.

Herbert, Rowland & Grubic, Inc.

Recognition of Justin Mendinsky's Status as Shareholder with HRG.

Dauphin County Office of Tax Assessment

Notice of Change in Assessment on three properties from taxable to non-taxable

United States Department of Commerce

Requesting Update for of Residential Address for 2020 Census

Leane Beckey, Rollers Varsity Football Mom

Commendation to Officer Dory Thompson for Providing Emergency Assistance

Unfinished Business:

New Business:

Mr. Brown

CREDC Request to be Co-Applicant on Gaming Grant for Arcelor Mittal/UGI Project in Amount of

Mr. Brown

Request from Bright Futures Learning Center to be Co-Applicant on Dauphin County Gaming Grant in Amount of \$50,000

Mr. Brown

Request from Constables Association to Waive Outstanding Sewer Bill at 801 S. Front St.

Mr. Brown

Appointment of Delegate and Alternate to the Pennsylvania Municipal League 2017 Resolutions Committee Meeting and Business Meeting.

Mr. Brown

Request to Attend Training Sponsored by the PA State Association of Township Supervisors

Public Comments:

Council Concerns:

Executive Session:

Adjournment:

to Discuss Personnel Matters

Steelton Council Meeting Minutes

August 21, 2017

Present:

Jeffrey Wright, President
Brian Proctor, Vice President
Michael Segina, President Pro Tem
Michael Albert
Keontay Hodge
Kelly Kratzer
Ryan Maxwell

Dave Wion, Solicitor
Justin Mendinsky, HRG Engineer
Brandon Meyers, HRG Engineer
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Anthony Minium, Police Chief
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Mayor Maria Marcinko

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Jeffrey Wright.

Moment of Silence:

The moment of silence was led by President Wright in the absence of Mayor Marcinko.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the August 7, 2017 meeting.

Mr. Albert moved and Ms. Hodge seconded the motion that the minutes be approved as presented. The motion passed by a unanimous vote of Council.

Public Comment of Agenda items only:

There was no comment from the public on agenda items.

Approval of schedule of billing requisitions, and change orders as presented for: July 2017

Council reviewed the schedule of billing requisition, and change orders for July 2017. Mr. Albert moved and Ms. Kratzer seconded a motion to accept the schedule as presented. The motion carried by a unanimous vote of the Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department: (No Written Report)

Chief Minimum was out of the office and unable to prepare a written report. He reported that his office continues to work within its 2017 budget; the new automobile has been purchased and in response to feedback from the community, the decal was changed to be more readable; on August 29, 2017 he will attend the first Area Task Force on Drug Enforcement Practices meeting to discuss how local law enforcement agencies can make improvements in that area; and finally the Police Department received one complaint of racial profiling. Chief will met with the complainant to discuss his/her concerns.

Ms. Hodge acknowledged the hard work of the Police Department and the Public Works department during the gas leak crisis and other events that occurred in the community since the last Council meeting.

Public Works (Written Report)

In addition to the written report, Ms. Hodge gave a special “thank you” to the Public Works staff for their assistance in cleaning up after the Back-to-School Event.

Codes Department (Written Report)

Codes Officer Singh highlighted items in his written report. He reported that the Zoning Board has been very productive. The Firefly Company asked for five zoning variances which were approved. All the neighbors were invited to the meeting. Some persons attended the meeting, but others simply indicated their approval of the company operating in the area. He stated that during the month of July:

- 9 work permits were issued
- 0 stop work orders was issued
- 113 citations were issued
- 156 court hearings were attended
- 34 rental inspections were conducted
- 53 violations were found during rental inspections
- 12 rental license certifications issued
- 177 properties were inspected for Quality of Life issues
- 128 public safety warning notices were issued
- 49 Quick Tickets were issued
- 14 properties received Notices of Violations with 38 violations found
- 1 property was condemned
- \$3,662.58 received in revenue

President Wright thanked Mr. Singh for his work.

Mayor’s Report: (Oral Report)

Chief Minium presented these ten items from the Mayor to the Council:

1. The Police Department participated in several events which include: Back-to-School Celebration, Ryan Mohn Walk, lunch with the Steelton-Highspire High School football team and pizza with the SHHS band.
2. In response to the Charlottesville, NC incident, Commissioner Hardwick is forming a taskforce to determine how this area can prevent similar incidence from happening in Dauphin County.
3. In response to the disruption caused by the gas leak, UGI is providing \$500.00 gift cards to persons effected by the leak.
4. On August 22, 2017 the Mayor, the President of UGI and other involved parties will meet to debrief the gas leak incident.
5. The debriefing meeting with Dauphin County officials has not been scheduled.
6. Prince of Peace Church plans to hold a Blue Service for First Responders.
7. Prince of Peace Church will host a meeting between persons from the Firefly Medical Marijuana Dispensary and community persons concerned about the business and how it will affect the community.
8. When the Mayor receives a complaint from persons in the community, she will refer the complaint to the Borough Manager, Doug Brown or the appropriate Department Head.

9. Mayor Marcinko and Mayor Hoerner (Highspire Borough) will meet to discuss the development of an afterschool program.
10. The Mayor invited persons to attend the Luncheon to discuss LERTA scheduled for Saturday, August 26, 2017 in Council Chambers.

Council President Wright announced that he will request that Mayor Marcinko, as a courtesy to the Council, discuss plans that will impact the Council with him and Council members to ensure that they can have input and are aware of what is happening in the Borough.

Borough Manager's Report: (Oral Report)

Mr. Brown stated that the Skate Park was near completion and additional work, regarding safety issues, being recommended through Change Orders. The Grand Opening of the Skate Park is scheduled for September 23, 2017 at 2:00 p.m. The construction should be completed before that date. The real estate closing between SCDC and Chariot is scheduled for September 21, 2017. Dauphin County has approved Environmental Phase II in order to expedite the development of the property. Demolition for the construction of Firefly Dispensary is scheduled to begin August 28, 2017. A partnership between Dauphin Land Bank and Steelton Borough has been developed to rehabilitate that property at 101 Locust Street. Two homes will be constructed on that property. The County has requested a Groundbreaking Ceremony be held September 26 at 2:00 p.m. Mr. Brown has scheduled a walk-through with an architect since the Land Bank has requested that the Borough develop the floor plan so the Land Bank to assess the cost of the renovation. At some point, Council will need to approve a contract with an architect to assess the property and develop a feasible floor plan. The Adams Street Project is moving along. Once completed, the plans for the new subdivision and land development plan will be presented to the Planning Commission for approval. Following the Commission's approval the plan will be presented to Council for final approval. Hopefully, this process will be completed before the end of Fall 2017. Mr. Brown has completed a draft for the Gaming Grant to repay the Skate Park Loan and the Fire Company is working on a Gaming Grant proposal for the purchase of a new Fire Truck. The applications must be submitted by September 1, 2017. A Request for Proposal for investment companies to handle the Borough's Pension Plan will be presented to the Finance Department for their review and approval. Budget meetings with Department Heads will be held September 6, 7 and 11, 2017. The hard copy of the Newsletter was mailed out earlier this week. A letter inviting persons along Front Street to attend the LERTA Luncheon was mailed and other methods of communication, including actions taken by the Capital Region Economic Development Corporation have been made. In addition to regularly scheduled committee meetings this week, Mr. Brown plans to attend the Inter-Governmental meeting with the Steelton-Highspire School District as well as the Blue Ribbon Committee. President Wright has asked the Vice President or President Pro Tem to speak on his behalf if he is unable to attend the Skate Park Opening Celebration. He also acknowledged his approval of any Council Member speaking on such occasions.

NEDC Committee (Written Report)

Mr. Proctor announced that the next NEDC meeting is scheduled for Tuesday, August 22, 2017.

Mr. Albert moved and Mr. Proctor seconded the motion that the Department reports be accepted as presented. The motion which passed by a unanimous vote of the Council.

Presentations:

Ms. Tina Petrina was not in attendance at the meeting to present her request regarding codes issues at a neighboring property.

Mr. Brandon Meyers from HRG, Inc. presented a slide show detailing the findings of the Study and Recommendations for submission for the **National Pollutant Discharge System General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)**. The updated permit requires: Pollution Control Measures; Updated list of authorized non-storm water discharges; Increased public involvement; Clearer requirements on public assess and Pollutant Reduction Plans – Chesapeake Bay and locally impaired waters. The plan presented was regarding *Pollution Reduction Plan for Chesapeake Bay and Locally Impaired Waters*. The study conducted in Steelton shows that sediment, phosphorus and nitrogen are things that contribute to the problems in the Chesapeake Bay. One of the things that Steelton Borough can do to help reduce the pollutants going in the Chesapeake Bay from this area is to implement a plan to restore the Adams Street Stream. This area has the largest green space that can be used to rectify the pollution problem. By regrading and repairing the eroded streambanks, removing accumulated trash and debris; adding vegetative stabilization along the banks and possibly minimizing additional bio retention features, Steelton can make a significant contribution to the cause of reducing pollution. This plan will be out for public review and comment between August 1-31, 2017. Following the review and response to public comments, the report will be revised between September 1-14, 2017. The report will be submitted September 15, 2017 with implementation expected to begin in 2018, pending approval of the plan and issuance of the new permit. This plan will take five years to complete at a cost of \$195,000.00. There are various funding sources that can be explored to find the monies needed to implement the plan, At the conclusion of his presentation, Mr. Meyers gave kudos to Mr. Brown, Mr. Singh and the Public Works Department for their assistance and support as he prepared this report.

Mr. Wenger from Susquehanna Advisors, Inc. and Mr. Horshman the Bond Attorney from McNees, Wallace & Nurick presented a recommendation regarding the Bank Proposal to finance a new Fire Truck for the Steelton Fire Department. The Request for Bid went out and the three bank responses were from MidPenn Bank, B&T Governmental Finance and S&T Bank. Council was asked to approve the MidPenn Bank bid. It offered the lowest interest rate, coming in at fixed rate of 2.83% (tax free) for five years increasing to 70% of the Wall Street Journal Prime Rate after five years. The term of the loan can be up to 20 years, however the Borough is working to get the loan payed off within a five year period. There was discussion between Council members, Mr. Wenger, Mr. Horshman and Mr. Wion. Following the discussion, Mr. Wion outlined the procedures Council should follow to accept the plan presented by Mr. Wenger and Mr. Horshman. Ms. Kratzer moved and Mr. Proctor seconded the motion that Council approve **Resolution 2017- R-30**, awarding the contract to MidPenn Bank pursuant to their letter dated August 21, 2017. The motion carried by a unanimous vote of the Council. Mr. Proctor moved and Ms. Hodge seconded the motion that **Ordinance 2017- 6** authorizing Steelton Borough to borrow \$630,000.00 from Mid-Penn Bank for purchase of a new Fire Truck. A roll call vote was called: **Mr. Albert yes; Ms. Hodge yes; Mr. Segina yes; Mr. Wright yes; Mr. Proctor yes; Ms. Maxwell yes; Ms. Kratzer yes**. The motion passed with a unanimous vote of Council.

The Engineer's Report:

Mr. Justin Medinsky of Herbert, Rowland & Grubic, Inc., presented the Engineer's Report submitted August 17, 2017. Mr. Mendinsky reported:

- ✓ **Fire House Improvement Project** - as staff continues to work in the firehouse, issues regarding improvement in the building continue to be observed by staff. The contractor was notified that there is a problem with the weather stripping at the new bay doors. As a part of the correction period of the contract, they came and corrected the problem August 11, 2017. HRG has worked with the Midstate Mechanical & Electrical Company to resolve the generator alarm/annunciator problem. The company will install the required control wiring to the annunciator, at which point an audible alarm should sound if any generator run errors are encountered. Since the

service visit by the generator technician, the generator has started up during automatic exercises as scheduled for Wednesday mornings.

- ✓ **Midget Baseball Field CDBG Project** – There has been no additional news from the U.S. Department of Labor, neither has there been any communication with Steele City Contracting. Mr. Mendinsky noted that the Public Works staff did an excellent job preparing the field so it could be used.
- ✓ **Mulberry Alley and Bessemer Street Infrastructure Improvement Project** – all construction required under this contract has been completed. On August 14, 2017, the Steelton Borough Authority approved an interim payment to the contractor as well as a Change Order that included the adjustment for final construction quantities. Upon the submission of additional documentation, the contract will be closed out and the retainage released.
- ✓ **2016 Sewer Rate Study** – HRG is assisting the Borough's staff in getting flow meter information from the Harrisburg AWTF which was previously used during the Chapter 94 Report preparation for use in reviewing billing to Swatara. HRG has started work on the 5-Year Capital Improvements Plan which will be utilized to finalize the Rate Study and recommend modifications to the current sewer billing structure. The study is scheduled for presentation and approval at the September Council meeting.
- ✓ **Storm Water Management Program** – Brandon Meyers made the formal presentation regarding this project earlier in this meeting. This information will be submitted as a part of the Permit renewal application that must be submitted to PA Department of Environmental Protection before September 15, 2017. The Plan is in the public review and comment phase. At the end of the review period, HRG will assist the Borough in responding to any public comments received and these will be included in the Permit renewal application. The Permit application will be presented to Council for action at the September 5, 2017 meeting.
- ✓ **Adams Street Townhome Project** – Work continues on this project. HRG is currently working on a revised Subdivision and Land Development Plan for the new 12-unit plan and evaluating revised grading for the units as requested by the developer. A sub-consultant has been brought in to assist with analysis of and to offer suggestions on how to work with the existing retaining wall and the development of a grading plan for the area.
- ✓ **Mohn Street Tot Lot Project** has been completed. Some additional work was required and has been addressed by the contractor. However, vandalism of the equipment has already occurred. HRG has provided information to Mr. Brown regarding replacement of the vandalized equipment.
- ✓ **Skate Park Project** – is moving along smoothly. Armet Concrete, LLC is working on the completion of the fourth quadrant and plans for it be completed by the end of August, 2017. The company is aware that the Grand Opening of the Skate Park is scheduled for September 23, 2017 and plans to have the project completed by that date.
- ✓ **The Washington Street Sewer Rehabilitation Project** - the Project was awarded to DeTraglia Excavating, Inc. for the contract price of \$371,453.00. Notice to proceed was issued July 31, 2017 and a Pre-Construction meeting was held July 28, 2017. The contractor has begun submitting shop drawings and intends to do preliminary potholing for planning purposes August 18, 2017.
- ✓ **5-Year Capital Improvements Plan** – A meeting with Manager Brown and the Public Works staff occurred as scheduled August 3, 2017. The next step is to hold meetings with staff in the field to get their input on needs and priorities for work needed.

President Wright called for a motion to approve the Engineer's Report. Mr. Albert moved and Mr. Proctor seconded the motion to approve the Engineer's Report as submitted. The motion was approved by a unanimous vote of Council.

Action Items Presented by Engineer:

Mr. Medinsky requested approval of Payment Application #3 for Arment Concrete. Mr. Albert moved that the payment of \$30,699.00 be made to Armet Concrete. Mr. Proctor seconded the motion, which was approved by a unanimous vote of the Council.

Mr. Medinsky requested approval of Change Order #4 for Midstate Mechanical & Electrical, LLC for work needed to complete wiring on the Steelton Fire House Annunciator. During the crisis with UGI it became apparent that the alarm system was not functioning. The annunciator equipment that was supplied with the generator was located and the company is requesting \$1,014 to perform the installation. Mr. Proctor asked for clarification regarding the request. He thought he heard that the company was requesting payment to complete work that was not done properly during the time they were contracted to complete the work. Mr. Mendinsky explained that they are not requesting payment for something they did improperly. When the project was nearing completion additional work was needed and the company requested a change order to complete the work. Connecting the annunciator to the generator was one of those items. The request for a Change Order was rejected at that time. The company has agreed to do the work now at the same price (\$1,014.44) they asked for while they were on contract. Mr. Wright stated that in his knowledge of working with generators, there should be a test run to ensure that things are installed and working properly. Mr. Segina explained that the generator is working, however the device that sounds the alert is not connected. The system is tested weekly between 10:00-10:30pm. Staff is not present at that time, so they did not know that the system was not working properly. Chief Vance noted that they found out the system was not working during the UGI emergency. He asked how we could be assured that the system will work in the future. Mr. Mendinsky stated that he was sure there could be a simulation that would allow the system to be tested and all persons would know that the system is working properly. He also stated that a warrantee would be included in the contract. Mr. Segina stated that he would show Chief Vance and staff how to get to the record of the test runs so they can determine if the system is turning on and turning off on time. Chief Minium also stated that there needs to be a way to ensure the system will work properly when needed. Chief Vance noted that since everything in the Fire House operates with gas, it is possible that with all items working at the same time there may not have been enough gas to make thing work properly. Mr. Mendinsky stated that was possible and adjustments could be made to elevate the problem. Mr. Wright stated that in the future the Department of Public Works will incorporate the use of a checklist to verify that all things are in place and newly installed equipment is in working order. Ms. Kratzer made a motion that Council approve the Change Order allowing payment of \$1,014.44 to Midstate Mechanical & Electrical, LLC to attach the annunciator to the generator. Mr. Albert seconded the motion which passed by a unanimous vote of Council.

Mr. Mendinsky explained that several changes in the original plans for the Skate Park are being requested, the purpose of which are to ensure the safety of persons in Municipal Park once the Skate Park is completed and in use. The changes are being presented separately. The first Change Order requests approval for the installation of five bollards on the street facing edge of the Skate Park. The bollards are designed to prevent vehicles from driving onto the flat portion of the Skate Park. Ms. Kratzer moved and Ms. Maxwell seconded the motion that Arment Concrete be paid \$1,250.00 to install bollards at the Skate Park. The motion was passed by a unanimous vote of the Council.

Mr. Mendinsky requested that a Change Order for the addition of a chain link fence located at the top of the bowl of the Skate Park be approved. This fence will provide a barrier between the skaters and spectators. Ms. Kratzer moved and Ms. Maxwell seconded a motion that Arment Concrete be paid \$1,100.00 to install a chain link fence at the bowl of the Skate Park. The motion passed by a unanimous vote of the Council.

Mr. Mendinsky requested approval of a Change Order for installing of a 50 foot split rail fence to separate the Skate Park from the Tot Lot. Ms. Maxell moved and Ms. Kratzer seconded a motion that \$820.00 be approved for the installation of a fence between the playground and the Skate Park to prevent children from running directly onto the skating surface and skaters from accidentally veering onto the playground. The motion was passed by a unanimous vote of Council.

During the Council discussion surrounding the issues of the Skate Park, the following questions were raised: Ms. Maxwell asked if the entire Skate Park was to be fenced. The response was no. Ms. Maxwell asked if a surveillance system would be installed. The response was that item would be included in the 2018 budget for all parks. Mr. Segina asked about the excess water in the area. Mr. Mendinsky responded that he though the water problem will be eliminated when the ground is restored to its previous condition.

Communication:

The Dauphin County Conservation District Community Assistance Contacts wrote to confirm the 10:00 a.m. meeting and tour of the Steelton Borough Floodplain Area scheduled for September 19, 2017 with Mr. Brown and Mr. Singh. Council members and other interested parties are invited to attend the meeting.

Herbert, Rowland & Grubic, Inc. shared that Mr. Justin Mendinsky's status with the Engineering Firm has been elevated to Shareholder.

Dauphin County Office of Tax Assessment informed the Borough that the status of three properties has been changed from taxable to non-taxable.

United States Department of Commerce wrote requesting that the Borough of Steelton provide an update of residential address to ensure an accurate count of persons living in the Borough during the 2020 Census.

Ms. Leane Beckey, a Rollers Varsity Football Mom, wrote a letter of commendation regarding Officer Dory Thompson's performance in providing emergency assistance during an incident that occurred during football practice. President Wright instructed Chief Minium to place a copy of the letter in Officer Thompson's personnel file.

Unfinished Business:

There was no unfinished business discussed at the meeting.

Mr. Proctor and Mr. Albert left the meeting.

New Business:

Mr. Brown presented the CREDC request that Steelton serve as Co-Applicant on gaming grant for an Arcelor Mittal/UGI Project in the amount of \$400,000. After discussion, Ms. Hodge moved and Mr. Albert seconded the motion that Steelton serve as Co-Applicant for Arcelor Mittal/UGI as requested. The motion passed by a 3-2 vote of Council present.

Mr. Brown presented a request from Bright Futures Learning Center for Steelton serve as Co-Applicant on Dauphin County Gaming Grant in amount of \$50,000. During the discussion, it was mentioned that the Council has already served as co-applicant to several organizations including the Steelton Fire Department for a new Fire Truck and the Borough for the Skate Park. Serving as Co-Applicant for too many projects diminishes the possibility that the entity itself will receive a grant. Following the discussion, Ms. Hodge moved that Council serve as Co-Applicant to Bright Futures Learning Center of Steelton. There was no second for the motion, and was declared defeated by the President.

Mr. Brown presented a request from the Constables Association that the Sewer Bill for 801 South Front Street be waived. Mr. Brown sent a letter to the Law Offices of Andrew H. Shaw stating that no lien will be placed on the property so that the closing on the sale of the building can be completed. Mr. Brown had new information regarding the request. Once the “no lien” letter was issued, the Association agreed to pay the sewer bill within thirty days, but requested the interest and late fees be forgiven. Ms. Kratzer moved and Ms. Maxwell seconded the motion that interest and late fees for the Constables Association be waived. The motion passed by a unanimous vote of Council present.

Mr. Brown requested that Council respond to the request from the Pennsylvania Municipal League that a delegate and alternate be appointed to serve on and attend the Resolutions Committee Meeting and Business Meeting. Ms. Kratzer had previously represented Steelton and Ms. Hodge had served as the alternate. Council agreed that those two members continue to serve and that Ms. Maxwell be paired with Ms. Hodge to serve as alternate. Ms. Hodge moved and Mr. Segina seconded the motion that the appointments be handled in the above described manner. The motion passed by a unanimous vote of Council present.

Mr. Brown request that he and Mr. Singh be approved to attend training Sponsored by the PA State Association of Township Supervisors. The training cost is \$119.00 per person and the total cost for two persons is \$238.00. Ms. Maxwell moved and Ms. Kratzer seconded the motion that Mr. Brown and Mr. Singh be approved to attend training sponsored by the PA State Association of Township Supervisors for a cost of \$238.00. The motion was passed by a unanimous vote of the Council present.

Public Comments:

Natasha Wood – 181 South Front Street, Ms. Wood expressed her disappointment that Council would not serve as Co-Applicant to the Bright Futures request for a Gaming Grant. She stated that the organization provided great service to the parents and children in the Borough. She stated that Bright Futures is a non-profit organization and she felt that a for-profit company could more easily raise money on its own.

Emmuel Powell – 321 Lebanon Street, expressed concern about the condition of and use of the road on Lincoln Street. The bumps on the road are damaging the automobiles that regularly travel on the road. Mr. Powell gave kudos to the Police Department for the work they do enforcing the law in the Borough. He stated that a speed bump on Lincoln Street might serve to better protect the children on the street significantly reducing the speed of automobiles traveling on that street. President Wright referred his concerns to the Department of Public Works. Committee Chair, Ms. Hodge stated that the Public Works Committee had already discussed the condition of Lincoln Street. She will bring the speed bump recommendation to the Public Works Committee for discussion.

Nancy Evans - 326 Lincoln Street, expressed her thanks for the Council recognizing her father and his contribution to the Borough by renaming Adams Street to Frank S. Brown Boulevard.

Council Concerns:

President Wright stated to the audience that the Council has been re-organized and new Chairs appointed. He requested that citizens allow the new persons to get their committees organized. He further requested that the re-organized committees not be judged by the work of previous committee members. He implied that the new committees represent a new beginning, looking toward making a better future.

Ms. Hodge thanked persons for attending the meeting and recognized Nancy Evans’ remarks regarding the re-naming of Adams Street. Ms. Hodge thanked the Department of Public Works, and Police Department for their work as she makes request for action on things concerning the Borough. She thanked Mr. Mendinsky for being patient with her as she learns about HRG projects. She thanked Mr. Brown for his work on the Back-to-School

celebration and acknowledged Ms. Maxwell and Natalya Wood for their involvement and support. Ms. Hodge stated that other events are being planned for the Borough. The events will incorporate both old and the development of new traditions.

Ms. Kratzer stated that she missed the Back-to-School event, and encouraged persons to volunteer to help because the experience volunteering is such a positive experience. She also stated that the Islamic Society also held a back-to-school event.

Ms. Maxwell congratulated Mr. Singh on being awarded the Master of Code Enforcement Professional Certification. She stated that she participated in two Back-to-School events and noted that it was clear that members of the community loved Mr. Brown. She thanked him for his support as she becomes more involved in the community. She also stated that she looks forward to being involved in other community events.

Messrs. Wion, Brown, Singh, and Vance had no comments.

Chief Minium informed the group that the Police Department was conducting traffic studies, however, it had noted traffic issues on Third and Jefferson Streets before the study was conducted. He also bemoaned the fact that he missed all the celebrations because he was on vacation.

Mr. Segina congratulated and thanked the Public Works, Fire and Police Departments for their hard work during the UGI emergency. He will place information about the Chicken Barbeque sponsored by the Fire Department on the website.

Ms. Leggett-Robinson congratulated Mr. Mendinsky for becoming a Share Holder in the HRG Law Firm and Mr. Singh on becoming the first person in Pennsylvania and one of few in the U.S. to be designated Code Enforcement Professional by the American Association of Codes Enforcement.

President Wright stated that he was aware that there was interest in appointing a Junior Councilperson. He is asking the Personnel Committee to handle the issue, instructing that the position be advertised, applications reviewed and a recommendation be presented to Council. He requested that persons keep the family of Mr. Rob Deibler in their prayers as they grieve his passing. He recognized Ms. Evans remarks about the renaming of Adams Street, stating that Mayor Brown and Dr. Wilson were a great influence on his life. Finally, he thanked persons for attending and participating in the Council Meeting.

Executive Session:

No executive session was held during the meeting.

Adjournment:

In response to the President's request, Ms. Kratzer moved and Mr. Segina seconded the motion that the meeting be adjourned. By a unanimous vote, the August 21, 2017 meeting of the Steelton Borough Council was adjourned at 8:20 p.m.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda

September 5, 2017

Call Meeting to Order: President Wright

Pledge of Allegiance: President Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings:

Approval of minutes from previous meeting:

August 21, 2017

Public Comment of Agenda items only:

Communication:

Tri-County Regional Planning Commission

Appointment of Delegate to
Dauphin Southwest Regional
Planning Area Board

Louise A. Foreman

Resume Submission for Steelton
Zoning Hearing Board

UGI Energy Services

Thank You Letter for Cooperation
During Emergency Situation

Dauphin County Board of Assessments

Six Appeal Responses Lowering
Assessments on Properties in the
Borough

Presentation:

Brandon Meyers, HRG Inc.

Steelton Borough Notice of Intent to
Renew MS4 Application

Unfinished Business:

Mr. Segina

Borough of Steelton Social Media
Policy

Mr. Brown

Update on Jr. Councilperson Position

New Business:

Mr. Brown

Approval of Request to Use
Firehouse for Halloween Event on
October 23rd

Mr. Brown

Approval of Date for Frank S. Brown
Blvd Dedication Ceremony

Mr. Brown

United Way Groundbreaking on 101
Locust Street on September 8th

Mr. Proctor

NEDC Recommendations to Council:

1. Authorization to Purchase
Additional Picnic Tables, Grills for
Skate Park Opening Day

Mr. Brown

Approval of Payment Application #4
to Arment Concrete in the Amount
of \$36,999.00

Mr. Brown

Review of Quotes for Air
Conditioning/Heating System

Ms. Hodge

Authorization for President Wright
to Sign Commendation Designating
September as Childhood Cancer
Awareness Month

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Adjournment:

Steelton Council Meeting Minutes September 5, 2017

Present:

Jeffrey Wright, President
Brian Proctor, Vice President
Michael Segina, President Pro-Tem
Keontay Hodge
Kelly Kratzer
Ryan Maxwell

Dave Wion, Solicitor
Douglas Brown, Borough Manager
Eugene Vance, Fire Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Mayor Maria Marcinko Mike Albert Chief Anthony Minium

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright.

Moment of Silence:

In the absence of the Mayor, President Wright led the body in a moment of silence, remembering the hurricane survivors, those who lost their lives in the service of their country and other loved ones.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the previous meeting: August 21, 2017

Ms. Hodge moved and Mr. Proctor seconded the motion that the minutes be approved with the following corrections: Mr. Brown had revisions regarding Change Orders for the Skate Park and date of closing between SEDC and Chariot for the Renaissance Row Project. Ms. Maxwell noted that Mr. Proctor's title is incorrect, she was not listed as in attendance, Mr. Albert and Mr. Proctor left the meeting therefore were not present during votes taken under New Business. The minutes stating "motion passed by unanimous vote" is inaccurate. Under New Business two persons did not vote for the grant.

Public Comments on Agenda Items Only:

There were no public comments.

Communication:

Tri-County Regional Planning Commission wrote requesting nominations for the appointment of a representative of the Borough to sit on the on Dauphin Southwest Regional Planning Area Board.

Louise A. Foreman submitted her resume for consideration for a position on the Steelton Zoning Hearing Board.

UGI Energy Services sent a Thank You letter for the cooperation of Borough Council members and staff during the emergency situation.

Dauphin County Board of Assessments sent responses to appeals requesting adjustment to property assessments. The appeal resulted in the lowering of the assessments of six properties in the Borough.

Presentation:

Mr. Brandon Meyers, HRG Inc. made reference to the presentation he made at the last Council Meeting and requested that Council approve the MS4 Application for Renewal of the Steelton Borough which must be submitted to the Department of Environmental Protection. Ms. Hodge requested information regarding the frequency of renewal. Mr. Meyers stated that the permit must be renewed every five years. Mr. Proctor asked for information regarding the \$500.00 included with the renewal. Mr. Meyers stated that it is an Administrative fee charged by the DEP. Ms. Kratzer moved and Mr. Proctor seconded the motion that Council approve the Permit Renewal package as presented. The motion passed by a unanimous vote of Council. The President called for a motion approving the payment of \$500.00 to DEP for administrative fees. Mr. Proctor moved and Mr. Segina seconded the motion that the payment be approved. The motion carried by a unanimous vote of Council.

Unfinished Business:

Mr. Segina stated since the last Council Meeting, he worked with the Solicitor to ensure all legal bases were covered in the proposed Social Media Policy. He is now presenting it to Council for approval. President Wight called for a motion. Ms. Kratzer moved and Ms. Maxwell seconded the motion to adopt Resolution 2017 R-30 which enforces the Social Media Policy as presented. The motion was passed with five affirmative and one negative vote. Mr. Segina stated that in addition to approval of the Resolution, Council must select a person (s) to have access to create and post on the social media sites. Ms. Kratzer moved that Mr. Singh, Mr. Brown and Mr. Segina serve as Administrators of new Social Media sites. After discussion, Ms. Kratzer amended her motion to state that persons who can post to the Social Media Sites are persons in the position of Codes Officer, Police Chief, Fire Chief designee and Borough Manager with all posts being approved by the Borough Manager prior to them being posted to the sites. A Webmaster will be appointed (currently Mr. Segina is filling this position) who provides technical support and posting links to the sites. The Webmaster can only post on the website at the direction of a Department Head. Mr. Proctor seconded the motion. The motion carried with a vote of five affirmative and one negative votes.

Mr. Brown presented an update on the Junior Council position. He stated that he conducted some research provided by Ms. Kratzer. Mr. Brown recommends the project be referred to the NEDC Committee where guidelines will be developed and be presented at the next Council Meeting for approval and permission to advertise the availability of the position. Ms. Kratzer

moved and Mr. Proctor seconded the motion that accept the Borough Manager's proposal. The motion carried by a unanimous vote of Council.

New Business:

Mr. Brown presented a Facilities Request Form from Ms. Paoletti for use of the Firehouse for the Annual Halloween Event to be held October 23, 2017. Mr. Proctor moved and Ms. Hodge seconded the motion that the request be approved. Ms. Kratzer raised questions regarding signing of liability insurance papers. Mr. Brown stated that the Borough does not have a policy at this time, however for future use, he is developing a "hold harmless" and insurance requirements. Ms. Kratzer was also concerned that advertisement for the event states that it is sponsored by the Borough, Fire and Police Departments. Ms. Kratzer stated that the Borough is not a co-sponsor. Ms. Maxwell asked the cost of admission to the event and if it was open to the general public. It was stated that it is an open event with no cost for participation. Mr. Proctor moved and Ms. Hodge seconded a motion to allow the event to be held at the Fire House. The motion carried by a unanimous vote of Council, with the stipulation that the Borough is eliminated as a sponsor.

Mr. Brown requested Council to approve October 29, 2017 at 4:00 p.m. as the date for Frank S. Brown Boulevard Dedication Ceremony. This is Mr. Brown's birthdate. Since November 1, 2017 is the official effective date, the information will be re-posted on that date. Ms. Hodge moved and Ms. Maxwell seconded the motion that the ceremony be held as requested. The motion passed by a unanimous vote of Council. President Wright requested that Second Street between Bailey Street be blocked off between 3:30 and 6:00 p.m. to ensure safety of persons attending the ceremony. There were no objections to his request.

Mr. Brown discussed the project being made in collaboration with the Dauphin County Land Bank, which is to build two houses at 101 Locust Street. The property is owed by the Borough and is being transferred to the Dauphin County Land Bank. Friday, September 8, 2017 has been designated as a Day of Service and Habitat for Humanities has 17 volunteers ready to clean out the building. The insurance company has been contacted to ensure that the Borough has the liability insurance necessary to cover the work. Mr. Proctor moved and Ms. Maxwell seconded the motion that September 8, 2017 be designated as the Groundbreaking for the property at 101 Locust Street. The motion passed by a unanimous vote of Council. Ms. Kratzer asked what time the Groundbreaking will begin. Mr. Brown explained that no time has been set but he would email the information once it is obtained.

Mr. Brown requested Council approve of payment Application #4 to Arment Concrete in the amount of \$36,999.00. Mr. Brown explained this is the fourth and final payment made to Armet Concrete outside of the retainage and any other Change Orders. Application for Payment #5 will be submitted for payment to cover those items once the project is totally completed. Ms. Kratzer moved and Mr. Proctor seconded the motion that the payment be made as requested. The motion passed by a unanimous vote of Council.

Mr. Brown stated that the Police Department requested that an air conditioning/heating unit similar to the one in Council Chambers be considered to replace the air conditioner window units and a broiler heating system in that Department's area. Mr. Brown requested that the matter be placed for consideration by the Finance Committee as the 2018 budget is developed. Ms. Hodge moved and Ms. Maxwell seconded the motion that the heating/cooling system change be referred to the Finance Committee for inclusion in the 2018 Budget. The motion was approved by a unanimous vote of Council.

Ms. Hodge was approached by a parent who is concerned about Childhood Cancer. The person requested that Steelton Borough "Go Gold" by designating the Month of September as Childhood Cancer Awareness Month. President Wright stated that he has discussed the matter with the Solicitor who indicated that there were no legal issues to consider. President Wright called for a motion to declare September as Childhood Cancer Month. The designation does not involve any financial support from the Borough. Individuals are encouraged to make a donation if they so choose. Mr. Proctor moved and Mr. Segina seconded the motion to approve the request. Ms. Kratzer asked for clarification on what the declaration entails. She asked it if means: that we wear gold, should we make our personal donations during that time, is there a specific day of celebration? Ms. Hodge replied that wearing gold is fine, the recognition will be for the entire month of September with no special day designated. She also added that personal donations may be made to The Children's Cancer Fund operated by the Philadelphia Children's Hospital. The motion passed by unanimous vote of Council. The Steelton Borough Council's recognition of September as Childhood Cancer Month will be posted on the Steelton Borough website.

Mr. Proctor presented information from the NEDC Committee regarding preparation of the Skate Park for the Dedication Celebration which is scheduled for September 23, 2017. The Committee requested authorization to purchase two grills for a price of \$1,200, \$2,500 for pervious pavers to provide additional parking and \$1,200 for two recycling trashcans. The total cost for these items is \$4,900. The Committee determined that the Borough will realize a savings of \$1,000 by using the benches from the Boat Dock. Ms. Hodge moved and Ms. Kratzer seconded the motion that the request of the NEDC be honored by approving the \$4,900.00 request. The motion carried by a unanimous vote of Council. Ms. Kratzer asked if the Borough could offset the cost by selling the pavers as was done at the Veteran's Memorial. Mr. Brown stated that approximately \$ 4,000.00 will be funded by the remaining grant money with the remainder of the money coming from the money borrowed to fund the project. It was noted the Borough has filed an application for a Gaming Grant to repay the money borrowed to build the Skate Park. Ms. Kratzer asked that the NEDC Committee consider her suggestion as one way to offset the cost and get the community to participate and take ownership of the Skate Park.

Mr. Proctor presented the design and cost for the two plaques for approval by Council. He stated the cost of the plaques is \$559.98. At the call of the President, Ms. Maxwell moved the plaques be purchased for \$559.98. The President acknowledged that there was a motion on the floor and asked that the names on the plaque be correct. Ms. Maxwell asked when it was determined that the Plaza would be named for Mr. Zapalo. Ms. Hodge responded that it was

just a part of the Park would be named for Mr. Zapalo, in recognition of his contribution as the Park's designer. The name of the entire area is still Steelton Skate Park. Recognizing Mr. Zapalo was the decision brought forth by the NEDC committee and it had been approved by Council in approximately June 2017. Mr. Wright stated that the plaques will be modified to accommodate any concerns of the Council. President Wright called for a vote. Council cast a unanimous vote to pass the motion.

President Wright announced that there would be an Executive Session to discuss personnel matters. Then he called for Public Comments.

Public Comments:

Cheryl Powell, 321 Lebanon Street – Referring to the discussion about the plaque and the names on the plaque, Ms. Powell asked for more information about what appeared on the plaque. Mr. Proctor would not read the plaque, but summarized that it was a dedication plaque saying who was instrumental in the development and named Jeff Haste, the Council Members, the Mayor, and the Skate Park Committee as being listed on the plaque. Ms. Powell questioned the necessity of placing all the names on the plaque instead of making a general plaque which would cost less money. She indicated that she thinks a general dedication plaque would better serve the community.

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked if persons would be required to pay to use the Skate Park. Mr. Wright stated that there can be no charge for persons to use a public park. Mr. Brown clarified that the Skate Park is being paid for using three pots of funding: 1) A Tourist Grant which comes from hotel taxes 2) a Local Share Grant which comes from the casinos 3) an IDA Loan, for which the Borough has applied for an additional grant to pay the loan. Mr. Powell asked if the Borough was going to make a donation to support efforts to assist the people of Houston that were affected by the hurricane. Mr. Wright stated that the Borough itself, would not make a donation. In response to the question, Chief Vance stated that the Fire Department held a Boot Drive that raised \$ 3,600.00 which the Department would round up to \$4,000.00.

Council Concerns:

Ms. Kratzer stated that the Fire Department was hosting a Chicken Barbecue September 9, 2017 from 11:00 am until sold out. The cost of the dinners is \$9.00 and tickets are available.

Ms. Hodge stated that she attended the viewing of Ms. Bowman and asked for prayers for her family. Ms. Bowman was very instrumental in the SHSD through her work with the Kindergarten classes. Ms. Hodge announced the *Pound Fit* benefit for the Hurricane Harvey victims. She further stated that she is very pleased with how persons in the community are becoming engaged with things happening in the Borough. However, she commented that it would be helpful if persons made their contributions during the planning phase rather than after the determination made by Council.

Mr. Brown – October 2, 2017 at 5:00 p.m. the son of Mr. Frederik Douglas will be in town for the Official Dedication of the Frederick Douglas Municipal Building. On September 7, 2017 Durabond will hold a Job Fair at the Fire House from 1-6 p.m.

No comments from Ms. Maxwell, Mr. Wion, Chief Vance, Mr. Singh or Ms. Leggett-Robinson. Mr. Segina thanked persons for coming to the meeting. He noted that the Skate Park opened over the weekend and there were a lot of skaters in the park. He and Mr. Proctor, Mr. Brown and Chief Minium have talked about how to address the parking issues and other things. He noted that some people from Mechanicsburg brought children over to skate and they purchased pizzas from a vendor on Front Street and had a little picnic in the park. In addition, Mr. Lawson informed him that some of the older skaters visited his business on their way back to Lancaster on the train. These actions indicate that the Skate Park is bringing some revenue into the community.

Mr. Wright allowed a member of the public to address Council after the designated Public Comment time.

John Dellinger, 727 North Second Street – asked about insurance with the Skate Park. Mr. Brown responded that the Borough has discussed the Skate Park with the insurance company. The liability insurance was increased and there was a small increase in the premium to get extra coverage for the Skate Park. Mr. Dillinger then asked if it was a “skate at your own risk” situation. Mr. Brown responded that his statement was correct. In his investigation of other skate parks, he noticed the trend is skate at your own risk. Some skate parks have not been successful because the skate parks were fenced and people were not allowed to use them. Another deterrent is making people pay each time they skate. An example of this is what happened in Derry Township has now closed their skate park and selling their equipment because the cost of entry caused people to stop using the skate park. The final deterrent is over regulating the skate park. Mr. Brown added that on the west coast “skate at your own risk” is posted at the parks. These signs are adequate for insurance purposes.

Mr. Proctor asked Mr. Brown for an update on meeting the Spruce Street lighting needs. Mr. Brown reported that he and Chief Minium met with PPL to determine the best location for lights. The concern was having the lowest impact on homeowners in the area but still allowing children to have safe traverse through the neighborhood. The consensus was placing two lights on the corner of Spruce and Sixth Street positioned at opposite corners of the intersection. Mr. Brown will seek the consent of the residents on the corners. PPL stands ready to act when they are informed of the decision.

President Wright thanked Chief Vance for organizing and implementing the Boot Drive to support people affected by the hurricane in Houston. He emphasized the inability of elected officials to use public monies to support charities. Finally, he thanked the public for coming to and participating in the meeting.

Executive Session:

At 7:20 p.m. Mr. Proctor moved and Mr. Segina seconded the motion that Council recess into Executive Session to discuss personnel matters.

When the Council Meeting reconvened, Council acted to amend an action taken prior to the Executive Session. The previous motion incorrectly stated that the total cost for the signs was \$599.80 Ms. Kratzer moved and Mr. Proctor seconded the motion that \$1,903.63 be approved to pay for an additional sign for the Skate Park. The motion passed by a unanimous vote of Council.

Adjournment:

At 7:40 p.m., Mr. Proctor moved and Mr. Segina seconded the motion that the Steelton Borough Council Meeting be adjourned. The motion carried with a unanimous vote of Council.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'DB' with a flourish, positioned above the name Douglas Brown.

Douglas Brown, Secretary

Steelton Borough Council Minutes
September 12, 2017

Present:

Jeffrey Wright, President

Brian Proctor, Vice President

Mike Segina, President Pro-Tem

Keontay Hodge

Kelly Kratzer

Ryan Maxwell

Mayor Maria Marcinko

G. Edward Schweikert, IV, Attorney

Amrinder Singh, Codes Officer

Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: Mike Albert, Doug Brown

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:00 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright.

Moment of Silence:

Mayor Marcinko led the body in a moment of silence.

Public Comments on Agenda Items Only:

There were no public comments.

Executive Sessions between meetings:

The President called Council into an Executive Session at 6:07 p.m.

Other Business: Council was reconvened.

Ms. Kratzer moved that Council reject the Side Agreement between Steelton Borough and The American Federation of State, County and Municipal Employees (Afscome) Council 90 regarding the Return to Work for Richie Miller. Ms. Hodge seconded the motion which was followed by a roll call vote:

Ms. Kratzer- yes Ms. Maxwell – yes Mr. Proctor – yes Mr. Wright – yes

Mr. Segina – yes Ms. Hodge – yes

The motion carried by a unanimous vote of Council.

Mr. Proctor moved and Ms. Hodge seconded the motion that James Souder's employment with Steelton Borough be terminated effective September 12, 2017. The motion passed by a unanimous vote of Council.

Public Comment:

There were no comments from the public.

Adjournment:

Mr. Proctor moved and Mr. Segina seconded the motion that the meeting be adjourned at 6:55 p.m. The motion carried by a unanimous vote of Council.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda

September 18, 2017

Call Meeting to Order: President Jeffrey Wright

Pledge of Allegiance: President Jeffrey Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings:

Approval of Minutes from previous meetings: September 4, 2017 & September 12, 2017

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: August 2017

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Pastor Victoria Larson

Request Approval to conduct a
Blessing of the Animals on Front
Street, October 7, 2017 10:00am-
2:00pm

Mr. Justin Mendinsky, HRG, Inc.

Engineer's Report

Communication:

South Central Assembly

Invitation Interested Persons to
Attend the South Central PA Summit
October 18, 2017.

Aaron Neal, Director of Bands at SHSD

Offering SHSD Bands to Serve in
Parades and other Borough Events.

Unfinished Business:

New Business:

Chief Minium

Approval to Appoint Steven Mull to
the Civil Service Commission

Mr. Singh

Personnel Committee
Recommendation to Employ Aaron
Curry as a Part-time Codes Inspector

Public Comments:

Council Concerns:

Executive Session:

Adjournment:

Steelton Borough Council Meeting Minutes

September 18, 2017

Present:

Jeffrey Wright, President

Brian Proctor, Vice President

Michael Segina, President Pro-Tem

Mike Albert

Keontay Hodge

Kelly Kratzer

Ryan Maxwell

Maria Marcinko, Mayor

Dave Wion, Solicitor

Justin Mendinsky, HRG Engineer

Douglas Brown, Borough Manager

Eugene Vance, Fire Chief

Anthony Minium, Police Chief

Amrinder Singh, Codes Officer

Thommie Leggett-Robinson, Exec. Asst.

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright.

Moment of Silence:

Mayor Maria Marcinko led the body in a moment of silence.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of Minutes from previous meetings: September 5, 2017 & September 12, 2017

Mr. Albert moved and Ms. Hodge seconded the motion that the Minutes from the September 5, 2017 and September 12, 2017 Steelton Borough Council Meeting be approved as presented. The Council cast a unanimous vote supporting the motion.

Public Comment on Agenda Items only:

There were no public comments on Agenda Items.

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

Mr. Albert moved that the Schedule of Billing, Requisitions and Change Orders for August, 2017 be approved as submitted. Mr. Proctor seconded the motion which passed by a unanimous vote of Council.

Approval of Department Reports:

President Wright opened the floor to allow Department Heads or Council Members assigned to Borough Committees to make oral additions to the written reports submitted.

Fire Department and Ambulance- submitted a Written Report with no additional comments.

Police Department – Chief Minium highlighted portions of his written report by stating that during the month of August, the Police Department was involved in 34 Community events, 36 foot patrols, 2 adopt-a-block

clean-ups, 38 park, business and home checks, increased patrols and skateboard park checks because of after hour use complaints. He added this information to his report:

1. The Department monitors the use of budgeted funds. The Department is currently at 65% of the budget, which includes \$1,100.00 in overtime. They are over budget in one line item, which is fuel. At budgeting time, increased fuel costs was not anticipated. At this time, he anticipates the Department will be under budget for the third year in a row.
2. Chief Minium announced that the Police and Fire Departments will honor the Middletown Police Department's request that they provide assistance during the Middletown Parade scheduled for October 16, 2017.
3. For personal reasons, he will not participate in the Dancing with the Stars as scheduled.
4. The Department will no longer enforce the weight restriction requirement in accordance with Steelton Borough Ordinances 10-18 which was revised 1984. PennDot notified him that the requirement is illegal, pending approval by an engineer and PennDot. The Department will enforce State standards.
5. The Department has provided the Rollers Football Team with a beginning of season smoke screen for the second year in a row. The football players and fans really enjoy it. He shared a framed photograph of the team running onto the field through the smoke screen.
6. The Department has challenged the football team to submit recommendations on actions that can be taken to remedy the graffiti problem experienced by the Borough. Their recommendation will be followed as closely as possible. This is the Department's endeavor to understand why crimes are being committed and involve the youth.

NEDC Committee – in lieu of a written report, Mr. Proctor announced that the Committee's next meeting will be held Tuesday, September 26, 2017 at 6:30 p.m.

Public Works - in addition to the written report, Chairperson Hodge stated that the Department staff has done an excellent job as they work cleaning up the Borough and cleaning up brush in response to complaints from the citizens. She encouraged persons to let them know of any problems so that they can be addressed.

Codes Department – Mr. Singh highlighted his written report by stating in the month of August:

- 12 building permits were issued.
- 5 citations were issued.
- 37 rental units were inspected.
- 77 quality of life visits were conducted.
- 45 notices of violations were issued.

Mayor's Report:

Mayor Marcinko reported that:

- ✚ She enjoys working with Chief Minium and they are in constant contact with each other.
- ✚ She announced that Prince of Peace will hold Blue Service October 1, 2017. The Service is not a Mass, but an Inter-denominational Prayer Service. Invitations have been sent to Police, Fire and

EMT workers in Dauphin, Cumberland and Lancaster Counties. There will be a reception following the Service.

- ✚ The Mayor and Police Chief met with Mr. Joe Porter, a 1960 alumni of SHHS who works with the Harrisburg Promise Program. This program involves SHSD seventh graders who sign a contract, which when met, the program will pay for their college education. Associated with that program is a Jr. Achievement Program through which the Mayor, persons from the Police Department, Ms. Kratzer, Mr. Singh and Mr. Brown have agreed to teach some third grade classes beginning in January.
- ✚ October 13, 2017 is the 125th Anniversary of the SHSD Football and Athletic Program. The school is asking persons who were involved in football, band, or cheerleading to participate in the celebration.
- ✚ Whenever the Mayor hears concerns or complaints from the community, she will refer them to the appropriate Department Head or the Council Member that heads the committee indicated.
- ✚ The Mayor and Barbara Barksdale have been working with the PA Historical Commission to ensure that items in the archives are safely stored. There is a disparity between the things that Steeltonians believe should be preserved and the things the Commission think should be preserved. Items that are not accepted by the Commission will be safely stored for future placement in a Steelton Historical Society display.
- ✚ A constituent telephoned the Mayor to complain about the Jake Brake noise on Front Street Since that is a State road the Borough will investigate and refer it to the proper entity.

Borough Manager Doug Brown reported:

- ✓ As the Borough moves toward completion of the 2018 Budget, the Departments are finalizing their budget request, a projection of revenue is being completed and staff are moving forward to develop a balanced budget to present to the Public and Council.
- ✓ Clean-up is continuing on the 101 Locust Street site. The issues regarding the transfer of the deed to the Land Bank are being worked out. The Land Bank has requested that the Borough provide a tentative floor plan for the two residences to be constructed on the land so they can develop a budget for the project. Mr. Brown will present a revised proposal from an architectural firm for consideration of the Council.
- ✓ He announced that the Chlorine Contact Tank is fully operational at the plant. He stated that there is still some work to be completed, including a Tracer Study.
- ✓ The closing on Renaissance Row has been delayed pending the completion of some Phase II Environmental Studies. There is an effort to expedite the completion of the studies.
- ✓ Mr. Brown and Ms. Kratzer met with Mr. Winger to review the employees' Pension Plan. Mr. Brown is preparing a Request for Proposal which will be presented to the Finance Committee after review by the Solicitor.
- ✓ Mr. Brown will present a request for extension of the audit contract to the Finance Committee. He will also discuss placing the audit out for bid to ensure the Borough is getting the best price for those services.

- ✓ 2012 refunding of bonds is set for closing within the next two weeks.
- ✓ The Borough is in the process of finalizing the purchase of a new Fire Truck. The process is at the legal review of contract phase and will soon be presented to Council.

Mr. Proctor moved and Ms. Maxwell seconded a motion to approve the Departmental Reports as presented. The motion passed with a unanimous vote of Council.

Presentation:

Rev. Tonya Eza, Pastor of St. John Evangelical Lutheran Church, came before Council to request St. John and Trinity Evangelical Lutheran Church be approved to conduct a Blessing of the Animals on Front Street, October 7, 2017 10:00am-2:00pm. They would like to have the event in a public place where it will be more visible to the public and so they can get to know persons living in the community. They would like to hold the event in a place where persons can drive up and have their live animals, plush animals, and photos of animals receive prayer and be blessed. After discussion, Mr. Albert moved that the Blessing of the Animals be held October 7, 2017 from 10:00am – 2:00 pm. on the Steelton Borough property located on Front Street across from the Frederick Douglas Borough Building. Mr. Proctor seconded the motion, which passed by a unanimous vote of Council. In addition, the Steelton Community Cats will conduct a Vaccine Clinic in conjunction to the Animal Blessing event. Chief Minium is to work with the churches and the Steelton Community Cats Association to ensure the location and set-up of the environment is safe.

Mr. Justin Mendinsky from HRG, Inc. presented highlights from the Engineer's Report.

Fire House Improvement Project – all outstanding construction-related warrantee items from the Phase II Project have been resolved. The Purchase Order has been prepared for the Midstate Mechanical & Electrical Company to install the required control wiring to annunciator, at which point an audible alarm should sound if any generator run errors are encountered. The generator has continued to function properly, starting up during automatic exercises on Wednesday morning, as scheduled. President Wright asked about the agreement regarding the Public Works Department. Ms. Hodge stated upon notification that the work is complete, she will have staff complete a written review indicating that the work was performed correctly and is acceptable to the Borough.

2016 Sewer Rate Study – HRG continues to work with Borough staff to review available information regarding sewer rates of municipalities of similar size. Mr. Mendinsky is working closely with Mr. Brian Handley in the Borough Water Department on this project.

Storm Water Management Program (MS4 Program) – The Notice of Intent Application for 2018 - 2022 was submitted to the Department of Environmental Protection. He reminded persons that the Pollution Reduction Plan, which was included in the Intent of Application, must be completed within a five year period.

Adams Street Townhomes Project – Mr. Mendinsky stated that they were waiting to receive the report from the geoengineering firm they hired to review and make recommendations regarding grading the land and the retaining wall currently in place. The issue is that having the grading lower than the retaining wall could be problematic, therefore they needed input from someone more familiar with that issue. They were also waiting for reports from the soil samples. Mr. Brown stated that his office received the soil sample report earlier in the day, so it is now available for review.

Skate Park Project – The project is substantially completed and will be in order for the Grand Opening of the Skate Park scheduled for September 23, 2017 at 2:00 p.m.

Washington Street Sewer Rehabilitation Project - The contract for completion of the project was awarded to DeTraglia Excavating, Inc. The company plans to work aggressively to complete the project. Materials delivery is scheduled for September 28, 2017.

Land Development Plan Review – Medical Cannabis Dispensary – HRG is currently reviewing the Site Development Plan to ensure they are in compliance with Steelton Borough Ordinances. They will submit a summary letter of their findings following the review.

Projects mentioned in the written report but not brought before Council include:

Midget Baseball Field CDBG Project – waiting for information from the U.S. Department of Labor regarding back wages owed by Steele City Contracting.

Mulberry Alley & Bessemer Street Infrastructure Improvement Project – All construction work has been completed. As soon as the closeout documents are completed, they will be presented to Steelton Borough.

5-Year Capital Improvement Plan – HRG continues to work with Borough staff gathering information needed to develop the plan.

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

Communication:

South Central Assembly sent a Letter of Invitation to persons interested in attending the South Central PA Summit scheduled for October 18, 2017.

Aaron Neal, Director of Bands at Steelton-Highspire School District stating the District Bands are available to play at Parades held by the Borough. The Music Department requests the Borough assist the music program by giving the students the opportunity to experience this type of community service.

Unfinished Business:

No unfinished business was brought before Council at this meeting.

New Business:

Chief Minium requested Council appoint Steven Mull to the Civil Service Commission to fill a vacancy made earlier this year. Mr. Mull was the only person to respond to an advertisement for persons to fill the vacancy. Mr. Mull introduced himself to the Council. He stated that he has resided on Pine Street for 39 years. He believes the Borough is moving in the right direction. He further stated that he recently retired and wishes to volunteer time in service to the community. Mr. Wion clarified that Mr. Mull holds no appointed or elected position. Mr. Proctor moved and Ms. Kratzer seconded the motion that Mr. Steven Mull be appointed to the Civil Service Commission for a term that ends December 2019. The Council unanimously passed the motion.

Mr. Singh stated that the Personnel Committee met and is presenting a recommendation to hire a person to fill the vacant Part-time Maintenance Officer in the Codes Department. Personnel Committee Chair, Mr. Wright explained the hiring process for this vacancy. Thirty-four persons submitted applications for the position, the applicants were narrowed down to seven, five of the qualified persons were seeking full-time employment, only two persons were interested in a part-time position, of those two, the Committee recommends that the Borough hire Mr. Aaron Curry. Mr. Curry currently operates a Handyman Service, so he is

is familiar with constructional requirement for properties.

Mr. Wion stated that he would have to sign a waiver acknowledging that he cannot conduct Handyman services within the boundaries of the Borough of Steelton. Mayor Marcinko asked if this should be a provisional employment until criminal background check and reference checks have been completed. Mr. Brown stated that the criminal background check had been completed and found acceptable. However, reference checks had not been completed. Mr. Segina, President Pro-Tem conducted the vote because both the President and Vice President of Council are members of the Personnel Committee. Mr. Albert moved that Mr. Curry be hired as a part-time Codes Maintenance Officer, working 30 hours per week with a pay rate of \$14.00 per hour, provided the reference checks are completed and positive. Ms. Maxwell seconded the motion which was passed by a unanimous vote of Council.

President Wright announced that Council will recess into an Executive Session to discuss personnel issues.

Public Comments:

Dennis Heefner, 327 Swatara Street – expressed three concerns 1) the damage frequently done to the street light on the corner of Front and Pine Street. Mr. Keefer offered the following solution: Place three steel posts in concrete along the curb line. With the barriers in place, persons would hit the barriers instead of the light. 2) On the right side of Swatara Street above Fifth Street there is a problem. The streets were paved 20 years ago and the top layer is beginning to pull up. He thinks the Borough needs to take a proactive approach by addressing the issue now and prevent the development of a larger problem. He recommends that the Borough fill the spider cracks with hot tar, thus preventing moisture from getting in, freezing and expanding the size of the cracks. 3) School buses travel downhill at a rapid rate causing a safety issue for the children on the bus and persons on the street. At this point, on Fourth and Swatara Street the buses and children lean to one side because of the bus speed. Mr. Keefer suggest that the buses ride their brakes so they have better control of the descent. He further suggested the installation of speed humps to force traffic to slow down. Ms. Hodge reiterated that the problem is a safety hazard. President Wright passed Mr. Keefer's concerns to Ms. Hodge who chairs the Public Works Committee. President Wright also instructed Ms. Hodge to work with Mayor Marcinko to address the school bus speed issue.

Dr. Overseer Ragland, 149 South Second Street – Her church, True Vine Church, purchased the building from Redeeming Faith International Church. Her church now finds themselves being held responsible for the previous owner's water and sewer bill. Dr. Ragland is asking Council to provide relief from the bill. President Wright informed her that the issue of the water bill must be presented to the Water Authority but Council can address the sewer bill issue. President Wright, Ms. Hodge, Ms. Kratzer and Ms. Maxwell engaged in conversation with Dr. Ragland regarding the situation. The following conclusions were made: Dr. Ragland is to a) gather more information about the history of the bill including the amount of the bill. b) Conduct a title search of the property to gain more information regarding its past history of ownership and ensure there are no other encumbrances on the building. c) Provide specific information regarding the dollar amount of the current bill to both the Council and Water Authority d) Work with Mr. Brown and staff in organizing and preparing the information for presentation to the Council e) present the information to the Water Authority at their October 9, 2017 meeting.

Ms. Cheryl Powell, 321 Lebanon Street – Ms. Powell requested clarification on the difference between the Codes and Public Works Departments. Mr. Singh responded that the Codes Office handles property and land compliance with State and Steelton Borough Codes. Ms. Hodge stated that Public Works is responsible for the maintenance of Steelton Borough streets, public areas, and properties owned by the Borough. Ms. Powell

then asked who should she contact regarding an unkempt bus stop and was directed to the Public Works Department. Ms. Powell reported that she had made two visits to the Skate Park and was concerned about the safety of the people using the Park. She observed persons on skateboards, scooters and bicycles without helmets or other safety gear. Mr. Segina stated that protective gear is not required in the current rules of the Skate Park. He also informed Ms. Powell that persons skate at their own risk.

Mr. Emmuel Powell, 321 Lebanon Street – Mr. Powell stated his concern about the length of time persons on Locust Street and Swatara Street have to wait for the light to turn green and allow them access to Front Street. He asked if the light could blink during certain times of the day, allowing persons to turn onto Front Street when traffic on Front Street is clear. President Wright referred his question to Mr. Brown, who could seek a solution to his concern with PennDot, since Front Street is a State Road. PERKS maintain the traffic lights and Mr. Brown will also confer with them. Secondly, Mr. Powell raised concern about the proposed storage facility to be constructed on Ridge Street. Mr. Singh informed his that the owners of the property have filed an application for a variance to build the storage facility. The property in question, 503-507 Ridge Street, is currently zoned R2. In order to build a storage facility, the property would need a variance to allow a commercial zoning code. The owners will appear at the September 21, 2017 Zoning Hearing Board at the meeting to request a variance. Mr. Singh recommended persons attend the Zoning Board meeting to express their concern. Ms. Hodge asked Mr. Powell his feelings about having a storage facility in that area. He responded that he was concerned about the facility attracting vermin to the neighborhood. Mr. Singh stated that the owners of 301 South Front Street will also appear before the Zoning Hearing Board to request a variance to have a residential facility on the first floor. The building is currently in a C1 zoning area.

Mr. Cornelius Beadon, 523 Ridge Street – Mr. Beadon expressed concern about the proposed storage unit on Ridge Street. He stated that he would present his concerns during the Zoning Board Hearing. He did state that there should not be storage units in a residential area.

Council Concerns:

Mr. Albert, Mr. Wion and Mr. Brown expressed no additional concerns.

Ms. Hodge thanked persons for coming to the meeting and expressing their concerns.

Ms. Kratzer verified with Chief Vance that the Chicken Barbeque help by the Fire Department completely sold out of food. She thanked the public for supporting the fund raising efforts of the Fire Department. She reported that the next fund raiser would occur Saturday, September 23 where the Fire Department will serve hotdogs at the Grand Opening of the Skate Park.

Ms. Maxwell stated that she had participated in the Fire House fundraiser and she was looking forward to attending the Skate Park event.

Mayor Marcinko stated that: 1) she conducted an outreach education program at Prince of Peace regarding the Medical Marijuana Dispensary. Now people are concerned about a sign on the property stating that a 2500 sq. ft. retail space available. Using that space for another project has not been discussed. 2) She shared that she was told that there SHSD would not hold football games in the evenings starting next school year. Not having those games reduces the long-term need for lights on the corner of Spruce and Sixth Streets. She wondered if the lights could be turned off if they were no longer needed, thus reducing the cost of the lights. Mr. Brown stated that he was still waiting to receive information from the residents regarding their willingness to have the lights installed. He also stated that the Borough would carry the cost of the lights. 3) The Mayor

asked if lights could be installed on the Locust Street Steps. The NEDC Committee was assigned to follow-up on her request. 4) She expressed a Public Works concern about the condition of McKinley Street. The street sweeper cannot get on the street because of sticks on the street. Residents are concerned about a huge dip that is growing in the street and could be dangerous during the winter because the hole could be filled with ice. 5) The Skate Park sign on Front and Jefferson Streets blocks the view of drivers making turns. 6) Front and Locust Streets building signs are a concern of area residents and the Mayor asked if someone could check and correct any problem there. 7) She noted success of the Carnival at the High School and the participation of the Fire and Police Departments. 8) Mayor Marcinko was contacted by Mr. George Reider, who was a member of Council in the 1960s, now living in Hartford, CT. Mr. Reider is coming to the Frederick Douglas Municipal Building Ceremony. He is particularly interested in attending the ceremony because he was instrumental in getting Mr. Douglas promoted from Sergeant to Chief. 9) She will be out of town when the Skate Park is Dedicated and for the October 4, 2017 Council Meeting.

Mr. Singh reminded persons about the Zoning Board Meeting scheduled for 6:00 p.m. September 21, 2017.

Chief Minium reported that: a) he will participate in a forum September 27, 2017 from 6:00-8:00 p.m. at Hamilton Health Center. The forum discussion will be on Know Your Rights. He thinks it will be a good opportunity to have good interaction with the community. b) Residents in the immediate Skate Park area have expressed concerns about having the activity in the neighborhood. He and Mr. Brown will go door-to-door to talk with the residents regarding their concerns. He noted that a lot of people do not read information on the Borough website or the Borough Newsletter. Some other method of communication is needed to ensure that persons have an opportunity to be informed and have their concerns addressed. To that end, the Police Department will send letters to residents affected by the Skate Park.

Chief Vance informed the body that UGI will continue flaming the tanks at least another week. The flames are well contained and he visits the site daily to ensure that safety precautions are in place.

Mr. Segina stated that he and Mr. Proctor have been working on the Skate Park Project for 14-15 months and will appreciate persons coming to the Grand Opening. He mentioned the success of the Chicken Barbeque and thanked the people for their support. He also thanked persons for attending the meeting.

Mr. Proctor thanked the people for coming to the meeting.

President Wright thanked the people for attending the meeting. He announced the opening of a new business, C&C Catering and encouraged persons in the Borough to support the business in the Borough.

Executive Session:

Mr. Proctor moved and Ms. Kratzer seconded the motion that the Council move into Executive Session to discuss personnel matters. Council recessed at 7:45 p.m.

Adjournment:

Council reconvened. Ms. Hodge moved and Ms. Kratzer seconded the motion that the meeting be adjourned. The September 18, 2017 Steelton Borough Council Meeting was adjourned at 8:06 p.m. by a unanimous vote of Council.

Steelton Borough Council Agenda

October 2, 2017

Call Meeting to Order: President Wright

Pledge of Allegiance: President Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings:

Approval of minutes from previous meeting:

September 18, 2017

Public Comment of Agenda items only:

Communication:

Mr. Douglas Brown

Letter to Dauphin County permitting the release of \$4,755.08 for the Jump Street School to Table Greenhouse Project.

Dauphin County Conservation District

Announcement of Floodplain Management Workshop October 19, 2017 at 6:00 p.m.

Dauphin County Conservation District

Flood Plain Community Assistance Contact Report

Dauphin County Community & Economic Development

Announcement of Grant Applications for Community Development Block Grants

Dauphin County Planning Commission

PA MPC Considerations & DCPC Review Considerations

Dura-Bond Pipe

Notice of Employee Layoffs Beginning November 15, 2017.

HRG

Steelton Borough 2017 MS4 Renewal Submittal

Jen Morrison, SHSD

Thank you for Assistance with the Back-to-School Carnival

PA Emergency Management Agency

Confirmation of Appointment of Mr. Josh Sherrid as Emergency Management Coordinator.

Presentation:

Joe Porter

Civic Education Program for Youth in Steelton

Barbara Barksdale

Discussion of Hygienic School Project and a Grant to Preserve Related Documents

Unfinished Business:

Mr. Wion

2017-R-___ Authorizing Purchase of Fire Truck and Related Equipment

Mr. Wion

Approval of Purchase Agreement Between Glick Fire Equipment Company and Steelton Borough for New Fire Truck and Related Equipment (COSTARS Bid# 436)

Ms. Kratzer

Update on Halloween Parade

New Business:

Mr. Brown

Approval of Final Payment Application to Arment Concrete for Steelton Skate Park Project

Mayor Marcinko

Approval of Resolution 2017-R-_____ Urging the President and Congress to Adopt Protections for US Made Steel

Mr. Brown

Resolution 2017-R-___ Establishing Eligibility Guidelines for Non-Municipal Local Share Grant Applicants Seeking Co-Applicant Status from Steelton Borough

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Adjournment:

Steelton Borough Council Meeting Minutes

October 2, 2017

Present:

Jeffrey Wright, President

Brian Proctor, Vice President

Michael Segina, President Pro-Tem

Mike Albert

Keontay Hodge

Ryan Maxwell

Dave Wion, Solicitor

Douglas Brown, Borough Manager

Eugene Vance, Fire Chief

Anthony Minium, Police Chief

Amrinder Singh, Codes Officer

Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause:

Mayor Maria Marcinko

Kelly Kratzer

Call Meeting to Order:

The October 3, 2017 Steelton Borough Council Meeting was called to order by Council President Jeffrey Wright at 6:30 p.m.

Pledge of Allegiance: President Wright led the body In the Pledge of Allegiance.

Moment of Silence: In the absence of the Mayor, President Wright led the body in a Moment of Silence

Executive Sessions between meetings: There were no Executive Sessions held between meetings.

Approval of minutes from previous meeting:

Mr. Albert moved and Ms. Maxwell seconded the motion that the Minutes from the September 18, 2017 meeting be accepted as presented. The motion was passed by a unanimous vote of Council.

Public Comment of Agenda items only: There were no public comments made at this time.

Special Presentation: The Borough acknowledged the hard work, dedication, and good sportsmanship of ten youth on the Steelton Youth in Action Basketball Team by the presentation of a Proclamation. The Team won the Championship Game of the Rod Brookin Basketball League Tournament. Youth were encouraged to continue participating in positive activities and being good community representatives. Ms. Joyce Culpepper, Secretary of Steelton Youth in Action, presented each participant on the Basketball Team with a trophy. The team took pictures with the Council. Mr. M. Flowers, one of two Team Captains, gave remarks on behalf of the team. He thanked Youth in Action for the opportunity to participate in the Basketball League and for the trophies. He also stated "hard work does pay off."

Communication:

Council received a copy of a letter written to Dauphin County from Mr. Douglas Brown. Mr. Brown gave Dauphin County permission to release of \$4,755.08 for the Jump Street School to Table Greenhouse Project.

Dauphin County Conservation District wrote the Council announcing a Flood Plane Management Workshop scheduled for October 19, 2017 at 6:00 p.m.

Dauphin County Conservation District sent a copy of the Flood Plain Community Assistance Contact Report which was completed after a September 19, 2017 meeting and review of the local Flood Plain area with Mr. Singh and Ms. Kratzer.

Mr. George Conner, Executive Director of the Dauphin County Community & Economic Development, sent a letter of notification to the Borough announcing they are now accepting Applications for Community Development Block Grants. The deadline for filing the application is November 3, 2017 4:30pm.

Dauphin County Planning Commission (DCPC) wrote the Borough regarding PA Municipal Planning Code (MPC) Considerations & DCPC Review Considerations. This letter provided a reminder to municipalities of items that must be submitted for review by the PA MPC prior to construction/modification of some public properties.

In compliance with the advanced written notice required under the Worker Adjustment and Retraining Notification Act, Dura-Bond Pipe Company notified the Borough that the company anticipates employee layoffs beginning on or about November 15, 2017.

On behalf of Steelton Borough, Herbert, Rowland & Grubic Inc., the Borough's Engineering Company, submitted an Application for Steelton Borough 2017 MS4 Renewal to the Pennsylvania Department of Environmental Protection. The Borough was sent a copy of the information submitted.

Jen Morrison, SHSD sent a note of thanks to the Borough for Borough employees for their assistance with the Back-to-School Carnival.

PA Emergency Management Agency wrote acknowledging receipt of the Borough's recommendation for the appointment of Mr. Josh Sherrid as the Emergency Management Coordinator for Steelton Borough. The Agency has sent the recommendation to Governor Wolf's office for action.

Presentation:

A presentation was made by Mr. Joe Porter, a graduate of SHSD, a member of HACC's first graduating class in 1964 and a person with ties to the Steelton community. Mr. Porter presented information regarding the Junior Achievement Program in which students in the Steelton Highspire School District participate. The Borough was asked for volunteers to work in the program. The volunteers, Mayor Marcinko, Mr. Brown, Mr. Singh, Police Department staff, and Ms. Kratzer have already signed up to work with third grade students. The volunteers will conduct five classes of 30-45 minutes, coordinate their schedules with the classroom teacher and present prepared curriculum information to their class. This year the third graders are focusing on Cities, therefore having members of the Council and Borough staff participate is an extra bonus. Mr. Porter indicated that more volunteers were needed to work with kindergarten, first and second grade children. Ms. Hodge volunteered to work with a kindergarten class. Other persons can volunteer by contacting Mr. Porter. He explained that it program cost \$100.00 per class so the organization needs \$3,000.00 to pay for the 30 classes participating in the program. Mr. Proctor moved that the Council accept the recommendation from the NEDC Committee approving a \$500.00 donation to the Junior Achievement Program. Ms. Hodge seconded the motion which was passed by a unanimous vote of Council.

Mr. Porter also discussed the Harrisburg Promise Program which started last year. The program is conducted in partnership between the Harrisburg Housing Authority, the City of Harrisburg and Harrisburg Area Community College (HACC). SHSD students are the only students participating in the program. This speaks volumes about the program and the potential for students in the District. Students begin participating in the program during the seventh grade. They complete the program by maintaining a 2.5 grade point average, not

becoming a parent or using drugs and attending a monthly workshop at HACC during the school year. Participation in the HACC workshops, gives the students the opportunity to learn about the different courses of study provided at HACC. The reward for their hard work and dedication is a full ride scholarship to HACC. There were 23 students enrolled in the program of which 18 completed the program. The Steelton Police Department has agreed to mentor the students that participate in the program. This year, 30 seventh grade children can begin the program.

Barbara Barksdale, 503 South Second Street, is interested in replacing the marker denoting the Historic Hygienic School for Colored Children which was located on the corner of Adams and Bailey Streets. She would like to start by developing a group to determine how to fund the marker and how to gather and preserve documents related to the school. Ms. Barksdale supported her statement that the school is historic and should be highlighted by the Borough by mentioning the well- know national, regional and local persons who attended the school. The NEDC Committee agreed to work with Ms. Barksdale on this project. Ms. Hodge asked who removed the original marker. Ms. Barksdale stated that the Council authorized the renovation of the property and the marker was destroyed in the process. Mr. Wright asked that Ms. Barksdale attend the October 24, 2017 NEDC Committee meeting and that the Committee report to the Council in November. Ms. Barksdale also discussed the need to secure a grant to properly store the items archived in the Borough vault. The President appointed Ms. Maxwell to serve as the Council Liaison to working with Ms. Barksdale. Mr. Brown and Ms. Hodge will also work on the project.

Unfinished Business:

Mr. Wion presented Resolution 2017-R-31_Authorizing the Purchase of Fire Truck and Related Equipment. He explained that the funds authorized by the Council represented by an Ordinance passed August 2017 allocated \$ 650,000 for the purchase of a Fire Truck. This Resolution approves the agreement to purchase of the Fire Truck from Glick Fire Equipment Company. The company was recommended by COSTARS, which is a cooperative agency designed to find the best available equipment for purchase by municipalities. The company will provide a 2018 Pierce Enforcer 500 Gallon Rescue Pumper meeting the specifications requested. The cost of the custom made truck is \$ 594,464.00. Mr. Proctor moved and Ms. Maxwell seconded the motion that Resolution 2017-R - 31 be approved. The motion was passed by a unanimous vote of Council.

The presentation regarding the Halloween Parade was tabled until the October 16, 2017 Council Meeting due to the absence of Ms. Kratzer.

New Business:

Mr. Brown requested approval of Final Payment Application to Arment Concrete for Steelton Skate Park Project. Mr. Albert moved that the Armet Concrete Company's request for final payment of \$17,939.00 be approved. Mr. Proctor seconded the motion which passed by a unanimous vote of Council.

Mr. Wion requested Council to approve Resolution 2017-R-32 Urging the President and Congress to Adopt Protections for US Made Steel. He stated that at this point, American Steelmakers are at a disadvantage because of foreign competition. This resolution asks Congress to level the playing field by encouraging and using steel and aluminum made in the U.S.A. Mr. Albert moved and Ms. Maxwell seconded a motion to pass the Amendment. The Amendment was passed by a unanimous vote of Council.

Action on Resolution 2017-R-_, Establishing Eligibility Guidelines for Non-Municipal Local Share Grant Applicants Seeking Co-Applicant Status from Steelton Borough was tabled again.

Mr. Segina at the Fire and Ambulance Committee meeting, there was discussion regarding remodeling the office of the Emergency Management Coordinator. He suggested \$1,000 of the funds raised by the Vehicle Auction be used for that purpose. President Wright advised him to bring specific information about what is needed and the cost to Council for their review and action.

Public Comments:

Alan Ausman, 262 South Third Street complemented the organizers and Council for the planning and implementation of the Police and First Responder's Service held Sunday, October 1, 2017. He stated that it was a very nice service.

Council Concerns:

Ms. Maxwell asked for prayers for persons involved in the tragedy in Las Vegas.

Mr. Albert thanked the citizens for attending the meeting.

Ms. Hodge asked for prayer for persons involved in the tragedy in Las Vegas and Puerto Rico. She thanked Chief Minium for participating in the Know Your Rights forum. She thanked persons for attending the meeting.

Mr. Brown stated that he had received a request from Ms. Paula Sviben from the SHSD Band Boosters. Ms. Sviben asked if it was possible to have a Homecoming Bonfire on the football field October 12, 2017. The Borough is currently operating under a burn ban. Mr. Segina stated that the request was discussed at the Fire and Ambulance Committee meeting. At that time, the Committee was supportive of the request provided Chief Vance was there to run the operation and the School District approves. Both Chiefs Vance and Minium approve the request. Mr. Wion clarified that there was no need to amend the Ordinance banning open fires in the Borough. The Ordinance will not be enforced on this one occasion since this will be a controlled burn done by the Fire Department.

Ms. Singh informed the body that the Codes Department purchased handheld devices that will take a photo and automatically track tickets issued to property owners who are found in violation of codes. The use of the device will lower the time spent issuing a ticket from 18-22 minutes to five minutes. The reduced time will allow the Department to work more efficiently. Each Council Member was provided with an example of the new violation documentation. The Department anticipates the same good response to Rental Inspections as soon as the Department receives the tablets necessary to use the software.

Chief Minimum announced that the Department will be wearing pink in honor of Breast Cancer Awareness Month. He changed the evaluation system for the Police Officers in January. The evaluation focuses on positive interactions so that Officers evaluations include meeting and documenting their interactions with people in the community. Chief Minium saw a comment of Facebook regarding Officer Smith and how positive and caring he was during an interaction with a family. Chief printed the comment and will place a copy in Officer Smith's personnel file. One example of knowing the citizens that he shared involved an incident of retail theft that was resolved in an amicable manner. Through their interactions, which was documented months ago, Officer Smith knew the gentleman and also knew that he was a retired veteran who suffers with diabetes. The man stole \$40.00 worth of food. When Officer Smith arrived at the scene, he recognized the gentleman and paid for the food he had stolen. He also worked with the retailer to ensure that the gentleman was not barred from the store. The gentleman has no transportation, so without being able to go into the Rite

Aid, he would have no way to purchase food. He was not aware of the food banks in the area. Information regarding this encounter will also be placed in Officer Smith's personnel record.

Chief Vance had no remarks.

President Wright asked Emmuel Powell, 321 Lebanon Street, to inform the body about the Elks Food Bank. Mr. Powell informed the body that the Elks' Food Bank is open on the First and Third Fridays of each month from 2-5 pm at the Elks Building on Adams Street. If the person who needs the food is unable to come to the building in person, they can give a person a note authorizing them to pick up their food.

Mr. Segina thanked persons for attending the meeting. He thanked the Fire Department for working as food vendors and the Public Works Crew and everyone else that worked hard to make the Grand Opening of the Skate Park such a success. He also requested prayers for the persons affected by the tragedy in Las Vegas.

Mr. Proctor thanked persons for attending the meeting.

Mr. Albert stated that Mr. Brown does a wonderful job as Borough Manager, stating that he has accomplished a lot since he has had the position. Mr. Albert requested that a letter of commendation be placed in Mr. Brown's personnel file. President Wright tasked Ms. Rose Paul with writing the letter which will then be brought before Council for approval and placed in Mr. Brown's personnel file.

President Wright thanked persons for attending the meeting. In particular, he thanked persons for attending the dedication of the Frederick Douglas Municipal Building. He encouraged persons to attend the dedication of Frank S. Brown Boulevard scheduled for October 29, 2017 at 4:00p.m. He also mentioned all the disasters happening all over the world and encouraged persons to pray for their neighbors, the people in Las Vegas and others trying to recuperate from the tragic events they have encountered.

Executive Session:

There was no Executive Session held at this meeting,

Adjournment:

Mr. Proctor moved and Mr. Segina seconded the motion that the October 2, 2017 meeting of the Borough of Steelton PA Council be adjourned at 7:45 p.m. The motion carried by a unanimous vote of Council.

Steelton Borough Council Agenda

October 16, 2017

Call Meeting to Order: President Wright

Pledge of Allegiance: President Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings:

Approval of minutes from previous meeting: October 2, 2017

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: September 2017

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Communication:

Ms. Heather Dock, DEP

Letter regarding CSO Report and Recommendations.

Mr. Christopher Kocevar

Thank You Note for Donation to Humane Society in Memory of Former Council Member "Kitty" Kocevar.

Dauphin County Office of Tax Assessment

Lower Tax Assessment on Three Properties; Raising Assessment on Two Properties

HRG

Executed Closeout Documents on the Mohn Street Park Tot Lot Improvements Project and Firehouse Improvements Project Single Audit Report Year Ending December 31, 2016

Zelenkofske Axelrod LLC

Combined Dauphin County-Wide All-Hazards Mitigating Plan

November 17, 2016 Meeting Minutes

Regional Innovation During Economic Uncertainty

Detective Sgt. Bill Shaub

Presentation:

Kia L. Hansard

Patrick Kane, MS, CRC, PA—PC

Justin Mendinsky

Unfinished Business:

Mr. Brown

Ms. Kratzer

New Business:

Mr. Brown

Mr. Brown

Mr. Brown

Mr. Brown

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Adjournment:

South Central Regional Summit,
October 18, 2017

Denial of Special Purpose Parking
Permit to Jesus Caraballo

County Director Center for
Employment Opportunities

Vocational Rehabilitation Supervisor
Engineer's Report

Resolution 2017-R-__ Approving and
Adopting a Disclosure Dissemination
Agent Agreement

Update on Halloween Parade

Presentation of 2018 Draft General
Fund Budget – Approval to Lay
Before Public for 30 Day Period

Presentation of 2018 Draft Sewer
Fund Budget – Approval to Lay
Before Public for 30 Day Period

Quote for Server New Computer
Server

Resolution 2017-R-__ Establishing
Eligibility Guidelines for Non-
Municipal Local Share Grant
Applicants Seeking Co-Applicant
Status from Steelton Borough

Steelton Borough Council Meeting Minutes
October 16, 2017

Present:

Jeffrey Wright, President
Michael Segina, President Pro-Tem
Keontay Hodge
Kelly Kratzer
Ryan Maxwell

Maria Marcinko, Mayor
Dave Wion, Solicitor
Justin Mendinsky, HRG Engineer
Douglas Brown, Borough Manager
Eugene Vance, Fire Chief
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Mike Albert Brian Proctor

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright.

Moment of Silence:

President Wright led the body in a moment of silence.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of Minutes from previous meetings: October 2, 2017

Mr. Kratzer moved and Ms. Maxwell seconded the motion that the Minutes from the October 2, 2017 Steelton Borough Council Meeting be approved as presented. The Council cast a unanimous vote supporting the motion.

Public Comment on Agenda Items only:

There were no public comments on Agenda Items.

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

Ms. Kratzer moved that the Schedule of Billing, Requisitions and Change Orders for September, 2017 be approved as submitted. Ms. Maxwell seconded the motion which passed by a unanimous vote of Council.

Approval of Department Reports:

President Wright opened the floor to allow Department Heads or Council Members assigned to Borough Committees to make oral additions to the written reports submitted.

Fire Department and Ambulance- submitted a Written Report with no additional comments.

Police Department – Chief Minium highlighted portions of his written report by stating that during the month of September, 2017.

1. Chief Minium announced that a temporary policy statement was approved by the District Attorney to get body cameras from the Tazer Company. They are in the process of determining how to store the information. At this point, putting the videos on ICloud has been approved. Ms. Hodge asked where the Borough stood in regards of liability since the DA had approved the temporary policy and Mr. Wion has not reviewed it. Chief explained that he had contacted the insurance company and they provided him with a written policy which, when sent to the DA's Office they sent it back, so there is an attempt to find an insurance policy with language acceptable to the insurance company and the DA's office to cover liability concerns. Chief Minium explained that since the legislation is so new, there are things that have yet to be decided, that's why the Department is requesting approval to implement the temporary policy. The temporary policy is more restrictive than the new law. Ms. Kratzer moved and Ms. Hodge seconded the motion to approve the request for the Steelton Police Department to implement the temporary policy and testing of the policy pending approval of the Solicitor. The motion passed by a unanimous vote of Council. Once Mr. Wion gives his approval of the policy and prior to field testing, Chief Minium will send a copy of the policy to each Council member to ensure that all are in agreement.
2. Crime Watch PA waiting for Mr. Wion to review and approve. Mr. Wion is concerned that the agreement is between the Police Department and other persons. Since the Police Department is operated by the Steelton Borough a determination must be made if the Police Department or the Borough should enter into the agreement. Mr. Wion agreed to complete his review within 30-60 days.

NEDC Committee – in lieu of a written report, Mr. Segina announced that the Committee's next meeting will be held Tuesday, October 24, 2017 at 6:30 p.m.

Public Works - in addition to the written report, Chairperson Hodge stated that the Department realizes that there was a disturbance in the traffic pattern during the street cleaning and the lane closing to accommodate construction work. She credited Mr. Brown for negotiating how the work would be scheduled. Ms. Hodge thanked the community for being patient as there is continued work to improve the roads is being conducted.

Codes Department – submitted a written report with no additional comments.

Mayor's Report:

There was no report from the Mayor.

Borough Manager Report

Mr. Brown reported thanked Chief Minium, Mr. Singh and Ms. Paul for their work to complete the 2018 budget. The dedication of Frank Brown Boulevard will be held October 29, 2017. He has been working with Ms. Evans and the family to create a nice event.

The closing on Renaissance Row has been postponed to the end of the year. This action was necessary to have the Phase II Environmental Assessment completed and approved by EPA.

The 101 Locust Street Project groundbreaking will occur at 10:00 am October 24, 2017. Habitat for Humanity's is working with their architect to complete the design and plans.

Mr. Brown stated that this will bring more property onto the tax rolls through the Land Bank. The Adams Street Project is moving forward. The project was delayed pending consultation and approval of a Geotechnical Engineer to ensure the plan for grading and the retaining wall are compatible. The Engineer determined that they are compatible. The project will be presented to the Planning Commission in December.

Mr. Brown is in the process of completing the Community Block Grant Application, which must be submitted to Dauphin County November 2, 2017.

He is completing the final Request for Proposal for the Pension Plan and Auditor for presentation to the Finance Committee.

The Steelton Newsletter should be published and distributed by the October 27, 2017.

Mr. Brown will meet with a Mr. Norris from Dura-Bond and the Dauphin County Work Force Investment Board. The meeting will be to determine how the Borough can assist Dura-Bond with retraining, and resources because of their layoff.

Presentations:

Ms. Kia L. Hansard, Dauphin County Director Center for Employment Opportunities presented information regarding developing a partnership with the Borough to provide Transitional Work for persons who have been incarcerated. The opportunity will allow these persons to begin working in the community in a controlled environment. Included in the program is insurance for the workers, supervision by a crew leader, transportation and administrative needs. Research has shown that preparing persons to work by transitioning them into employment decreases recidivism. The proposal is for the Borough to accept a seven person work crew to work for the Borough. Mr. Brown stated that the persons could be regular weekly work or work on specific projects. The cost of employing these persons was not included in the 2018 budget, however there may be something that could be worked out to have them participate in completing special projects. Ms. Maxwell asked Ms. Hansard to give an estimate of what each person earns per day. Ms. Hansard responded that workers earn minimum wage of which the total wages are based on a 6 ½ hour day. The proposal was deferred to the Neighborhood and Economic Development Committee for review and a recommendation to Council.

Mr. Patrick Kane, MS, CRC, PA—PC, Vocational Rehabilitation Supervisor and Mr. Jamison Collins Central Business Specialist with the Department of Vocational Rehabilitation made a presentation. Mr. Kane presented a request that the Borough participate in the My Work Program which is designed to help facilitate employment for youth with disabilities. The program would be of no cost to the Borough because the Department of Vocational

Rehabilitation will partner with community rehabilitation programs to provide supervision and pay wages. He is looking for an inlet to the Steelton Highspire School District so those students could participate in the program. Students can work in any department they are qualified to work. Unlike other programs, this program is not restricted to summer employment. Mr. Kane had positive interactions with Mr. Brown and Mr. Singh prior to making his presentation to the Council. Ms. Kratzer initiated and President Wright concurred that this program be passed to the Neighborhood and Economic Development Committee for review and recommendation to Council.

Communication:

Council received a letter from Ms. Heather Dock, Water Quality Specialist from the Department of Environmental Protection. Ms. Dock wrote a letter regarding the findings of her last Combined Sewer Overflow (CSO) inspection.

Mr. Christopher Kocevar sent a Thank You Note for the Borough's donation to Humane Society in Memory of Former Council Member "Kitty" Kocevar.

Dauphin County Office of Tax Assessment sent letters regarding changes of Tax Assessments for five properties in the Borough,

HRG, the Borough's contracted engineering company provided Executed Closeout Documents on the Mohn Street Park Tot Lot Improvements Project and Firehouse Improvements Project.

Zelenkofske Axelrod LLC, the Borough's contracted auditing company provided the Single Audit Report Year Ending December 31, 2016.

The Combined Dauphin County-Wide All-Hazards Mitigating Plan sent minutes from their November 17, 2016 meeting.

The South Central Assembly organization sent information regarding their upcoming Summit. The Summit is scheduled for October 18, 2017. The theme for the summit is, "Regional Innovation During Economic Uncertainty".

Council received a copy of a report from Detective Sgt. Bill Shaub denying Jesus Caraballo a Special Purpose Parking Permit.

Presentation:

Mr. Justin Mendinsky highlighted portions of the September – October Engineer's Report submitted by HRG.

Even though the ***Fire House Improvement Project*** is complete and has been closed out, there are still reports of water on the mezzanine. HRG's architectural consultant has suggested addition sealant be placed around the electrical penetrations to prevent water from further entering the building. In addition, a Purchase Order has been issued to Midstate Mechanical & Electrical to complete the control wiring for the generator annunciator. Ms. Hodge stated that a document showing inspection and fulfillment of Borough expectation will be developed and

used by Public Works staff. Mr. Segina stated that he has been monitoring activity at the Fire House and the weekly checks have been run as expected. In addition, he has taught Josh how to check and determine if things are running as expected.

Adams Street Townhomes Zoning Hearing Board & Final Subdivision/Land Development Plan.

HRG is currently working with the revised plan for the 12 unit development. It has been determined that the proposed grading plan is not in conflict with the existing retaining wall. The Revised Subdivision and Land Development Plan will be presented for review at the December Planning Committee meeting.

Skate Park is essentially complete and ready for Final Closeout. HRG is still waiting for the paperwork submission and restoration of the McCarthy Tire Company property. Once completed, final payment to Arment will be made and the project officially closed out.

Washington Street Sewer Rehabilitation Project. – Construction on this project has begun. Mr. Segina asked about the problem the construction company experienced trying to install the new manhole cover. Mr. Mendinsky stated that there was a problem with ground water which caused that phase of the project to move slower than expected.

5-Year Capital Improvements Plan – HRG is currently preparing estimated construction costs for storm sewer, sanitary sewer and roadway improvements which were identified by Borough staff during the initial project meeting. They are working to prioritize projects for the 5-year planning period. Hopefully a draft report will be ready for review at the November Council Meeting.

Demolition of 24-26 Adams Street – HRG recommends that the Borough find contractors to conduct asbestos and lead paint assessment and cleanup, if needed, before demolition begins. Other projects included in the report but not highlighted during the presentation:

Land Development Plan Review – Medical Cannabis Dispensary – the proposal has been reviewed and a summary of the review was provided to Manager Brown and Mr. Singh September 21, 2017.

Midget Baseball Field CDBG Project – HRG continues to wait for correspondence from the U.S. Department of Labor.

2016 Sewer Rate Study – HRG continues to assist Borough staff working on this project. Storm Water Management Program – work continues on Permit Year #5 MS4 goals. The PA DEP has not responded to the plan that was submitted.

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

Unfinished Business:

Mr. Brown presented information to support approval of **Resolution 2017-R-33**, Approving and Adopting a Disclosure Dissemination Agent Agreement. This Resolution appoints Susquehanna Group Advisors, Inc. as Exclusive Disclosure Dissemination Agent for the Borough for the 2017 Bonds. Ms. Kratzer moved and Mr. Segina seconded a motion to pass the Resolution. The Resolution was passed by a unanimous vote of Council.

Ms. Kratzer informed the body that the Halloween Parade will be held October 30, 2017 from 6:00 – 8:00 p.m. The parade is for children aged 0-13. The parade route is Second and Jefferson to the Firehouse. In addition to children in costume, the Fire and Police Departments will participate. An additional resource, the SHSD Band, was also invited to participate.

New Business:

Mr. Brown presented the 2018 Draft General Fund Budget and 2018 Sewer Fund Budget and asked Council give approval to place the documents for public review and comment for 30 days with possible Ordinance presentation in November or December 2017. Mr. Brown stated that it is a lean budget which is balanced and does not include an increase in taxes.. He further stated that he presented the proposed budget to the Finance Committee October 11, 2017 and the Committee agreed that it was ready for review. There is projection that the new developments in the Borough will increase the revenue. Included in the developments are the sale of land for Renaissance Row is a \$30,000,000.00 project. The Medical Cannabis Distribution Center which is the only one in Dauphin County. The Land Development on Adams Street and the homes at 101 Locust Street will bring in new homeowners into the Borough. LERTA will encourage small business growth as well as improved residences, the Skate Park is attracting people from all over the east coast which is providing an increase in business in the Borough. There are new business opening which will attract more customers to visit the Borough. Ms. Maxwell acknowledged that the budget would be placed on the website but asked if the budget will be available for review in a physical form. Mr. Brown stated that the budgets are available for review at the Borough Office. Ms. Segina moved and Ms. Kratzer seconded the motion that the Steelton Borough proposed General Fund Budget for 2018 be approved for 30 day public review. The motion carried with a unanimous vote of Council. Ms. Hodge moved that the Steelton Borough proposed Sewer Fund Budget be approved to place for a 30 day public review. Ms. Maxwell seconded the motion which was passed by a unanimous vote of Council.

President Wright stated that discussion on a new Computer Server was tabled at the request of Mr. Brown.

Mr. Brown requested that Council approve **Resolution 2017-R-34** Establishing Eligibility Guidelines for Non-Municipal Local Share Grant Applicants Seeking Co-Applicant Status from Steelton Borough. Because there has been an increase in request that the Borough co-sponsor grant request, it was determined that some guidelines must be developed to ensure that the co-sponsorships are in the best interest of the Borough, as a whole. Ms. Kratzer moved and Ms. Maxwell seconded the motion that the Resolution be passed. The motion was passed by a unanimous vote of Council.

Mr. Wion in response to the August 16, 2017 letter from the executrix of 273 South Second Street's request that the Borough declare a small undeveloped portion of Chestnut Street adjacent to the property already referenced. By law, if the Borough never created the road on the land and has not taken any action on the land for 15 years and the land is not a street, there has been no development or plans to develop the land, upon request, the person owning the adjacent property can request that the property be transferred to them. Mr. Wion asked

Council to approve the transfer of land as provided in Resolution 2017-R-35. Ms. Krater moved and Ms. Hodge seconded the motion to pass **Resolution 2017-R-35**. The motion passed by a unanimous vote of Council.

Public Comments:

Mr. Emmuel Powell, 321 Lebanon Street – Mr. Powell stated that he brought an issue before Council mid-June or in July regarding whether or not repairs will be made on Lincoln Street. He stated that something needs to be done before winter sets in and makes it worse. Ms. Hodge stated that the Department of Public Works has reviewed the area and is in the process of identifying and prioritizing roads that need repair. The Department has taken one step forward is retrieving our paver from Swatara Township where it is stored. The next step is finding the necessary funds to begin the work. She also stated that the Borough needs additional funds to make more repairs. Mr. Brown reminded those present that \$250,000 for re-paving of some streets is included in the 2018 budget. Mr. Powell also mentioned that the Borough needs to build a new Fire Station since the current Station has been under constant repair since the 1975 flood.

Council Concerns:

Ms. Kratzer – Stated that she has checked the web page and thinks it is very nice. She also stated that she was glad to see such a large crowd attending the meeting.

Ms. Maxwell –Also remarked about the good attendance at the Council meeting. She stated that she was looking forward to the Costume Parade and planned to have her son participate.

Ms. Hodge –Thanked persons for coming to the meeting. She informed the body that the Senior Center has received 25 laptops and \$10,000 grant. She thinks blessing animals is a good idea. Ms. Hodge encouraged persons to attend the events in the Borough. Ms. Hodge has heard positive remarks about the Skate Park and its role in building the economy.

Ms. Leggett-Robinson, Mr. Singh, Mr. Wion, Mr. Miniun, Chief Vance and Mr. Brown had no comments.

Mayor Marcinko

The First Responders Service at Prince of Peace was beautiful. It will be held the first Saturday in October each year. The Services will be held at different churches in the community each year.

She is impressed that the 2018 Budget is ready for review. This is the first time it has been ready this early. She thanked the staff for their work on the budget and noted that there will be no increase in taxes again this year.

The Emergency Management office needs supplies.

Skate Park – She noted that the picture of Officer Palmer in the Skate Park on a skate board made national recognition.

October 29, 2017 the ceremony renaming Adams Street to Frank S. Brown Boulevard will be held at 4:00 pm. She encouraged persons to attend.

Steelton Community Cats holds monthly vaccine clinics for rabies and distemper. The vaccines are \$10.00. The vaccines are administered by Dr. Diane Ford, VMD.

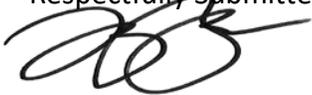
Mr. Wright –Encouraged persons to come out to the Frank S. Brown celebration October 29th at 4:00 p.m. Mr. Wright has a great deal of respect for Mr. Frank S. Brown, who was responsible for him becoming a member of Council. He mentioned Ms. Maxwell's assignment to find a way to replace the marker for Hygienic School that was accidently discarded. He mentioned the need to research grants that might be available to finance the project.

Executive Session: There was no Executive Session during this meeting.

Adjournment:

The President called for a motion to adjourn the meeting. Ms. Hodge moved and Ms. Maxwell seconded the motion to adjourn the October 16, 2017 meeting of the Steelton Borough of PA Council Meeting at 7:52 p.m. The motion was passed by a unanimous vote of Council.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Doug Brown', written over the text 'Respectfully Submitted,'.

Doug Brown, Secretary

Steelton Borough Council Agenda

November 6, 2017

Call Meeting to Order: President Wright

Pledge of Allegiance: President Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings:

Approval of minutes from previous meeting:

October 16, 2017

Public Comment of Agenda items only:

Communication:

Dauphin County Gaming Advisory Board

Steelton Borough Local Municipal Grant Hearing - November 9, 2017 at 8:00 p.m.

Mr. Dave Wion

Letter to Ms. Marianne Bruner regarding striking portions of Chestnut Street.

Dauphin Lebanon County Boroughs Association Meeting

Invitation to 4th Quarter Meeting – October 30, 2017 at City Line Diner

PA Municipal Authorities Association

Fall Meeting – November 8, 2017 at Capital Gastropub.

Dauphin County Board of Assessment Appeals

Steelton Borough Granted Exemption for 209 Lincoln Street.

Change in Assessment on Nine Properties.

Mr. Doug Brown

Application for Community Development Block Grant for 2018

Presentation:

Mr. Eliash Falco, 420 Gibson Street

Request for Relief on Sewer Bill

Unfinished Business:

New Business:

Mr. Brown	Amendment to Draft 2018 General and Sewer Fund Budgets – Authorization to Lay Amended Budget before Public Inspection
Mr. Wright	Appointment of Steelton Pension Request for Proposal Review Committee
Mr. Proctor	NEDC Recommendation: Authorizing Mr. Wion to Draft Amended Codes/Property Maintenance Ordinances
Mr. Proctor	NEDC Recommendation to Investigate Feasibility of Purchase/Transfer of 548 North 3 rd Street to Steelton for Purposes of Entering into Dauphin County Land Bank
Mr. Wion	Resolution 2017-R-___ Establishing Special Purpose Parking for Dennis Heefner
Mr. Wion	Resolution 2017-R-___ Establishing Special Purpose Parking for Ms. Gail Oakley
Mr. Wion	Resolution 2017-R-___ Establishing Special Purpose Parking for Mr. Charles Smith
Mr. Wion	Resolution 2017-R-___ Establishing Special Purpose Parking for Mr. Linette Arsenic
Mr. Wion	Resolution 2017-R-___ Establishing Special Purpose Parking for Mr. Linette Arsenic
Mr. Wion	Resolution 2017-R-___ Establishing Special Purpose Parking for Mr. Eugene Spizzirri

Ms. Marcinko

Approval of Humane Society
Agreement for 2018

Ms. Miller

Application for Payment #1 in the
Amount of \$116,946 to DeTraglia
Excavating for the Washington
Street Rehabilitation Project

Ms. Miller

Work Change Directive in the
Amount of \$7,500 to Cover Proper
Restoration of Roadway for
Washington Street Rehabilitation
Project

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Adjournment:

Steelton Borough Council Meeting Minutes

November 6, 2017

Present:

Jeffrey Wright, President
Brian Proctor, Vice President
Mike Albert
Keontay Hodge
Kelly Kratzer
Ryan Maxwell

Dave Wion, Solicitor
Douglas Brown, Borough Manager
Eugene Vance, Fire Chief
Anthony Minium, Police Chief

Absent with Cause:

Mayor Maria Marcinko, Michael Segina, Amrinder Singh, Thommie Leggett-Robinson

Call Meeting to Order:

President Wright called the November 6, 2017 Steelton Borough Council Meeting to Order

Pledge of Allegiance:

President Wright led the body in the Pledge of Allegiance

Moment of Silence:

In the absence of the Mayor, President Wright led the body in a moment of silence.

Executive Sessions between meetings:

There were no Executive Sessions between meetings.

Approval of minutes from previous meeting: October 16, 2017

Mr. Albert moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. During discussion, Ms. Maxwell stated that there were some spelling and grammatical errors that should be changed. She marked those changes and gave them to Mr. Brown. Mr. Wion requested wording changes on page six. Mr. Proctor requested the matter be tabled until the November 20, 2017 meeting so that Council could review the revised minutes before approving them.

Public Comment of Agenda items only:

There were no public comments on agenda items.

Communication:

Dauphin County Gaming Advisory Board wrote to inform the Borough that the hearing on the Borough's application For the Local Municipal Grant will be held November 9, 2017 at 8:00 p.m.

Mr. Dave Wion responded to Ms. Marianne Bruner regarding her questions about Chestnut Street property.

The Borough Council was invited to attend the Dauphin Lebanon County Boroughs Association 4th Quarter meeting scheduled for October 30, 2017 at City Line Diner.

The Pennsylvania Municipal Authorities Association sent a notice of their upcoming Fall Meeting scheduled for November 8, 2017 at Capital Gastropub.

The Dauphin County Board of Assessment Appeals notified Steelton Borough that it was Granted an Exemption for 209 Lincoln Street. The Board also notified the Borough of changes in the assessments of nine Borough properties.

Mr. Doug Brown shared the Application for Community Development Block Grant for 2018 that he completed and submitted.

Presentation:

Mr. Eliash Falco, 420 Gibson Street, was scheduled to present information to support his request for Sewer Bill Relief. Mr. Falco was unable to attend the meeting and his presentation will be rescheduled.

Unfinished Business:

There was no unfinished business placed before the Council.

New Business:

President Wright introduced information regarding the Amendment to Draft 2018 General and Sewer Fund Budgets and Authorization to Lay Amended Budget before Public Inspection. Ms. Kratzer noted that there were some questions regarding whether or not a contract for maintenance of the new generator at the Fire House was included in the budget. Pending the assurance that the maintenance contract is included, Mr. Albert moved and Mr. Proctor seconded the motion that the revised Draft of The General Budget be approved and set before the public. The motion passed by a unanimous vote of Council.

President Wright explained the necessity of appointing a Steelton Pension Request for Proposal Review Committee. President Wright made it clear that the appointments can be changed in the future, however at this time, it is his responsibility and duty to make the appointments. Mr. Brown explained that this committee is responsible for reviewing any Request For Proposal (RFP) with uniformed and non-uniformed pension proposals. The committee will review the proposals, interview representatives of the firm that submitted the proposal, select and present the acceptable proposal to the Council for action. President Wright appointed Mr. Proctor, Ms. Kratzer, Mr. Brown - Borough Manager, the Mr. Minium –Police Chief and Mr. Wright - Council President.

Mr. Proctor, Chair of the NEDC Committee requested that the presentation and request that Mr. Wion be authorized to Amend Codes/Property Maintenance Ordinances regarding the draft for amended Codes/Property be postponed until the November 20, 2017 meeting. Mr. Singh, the present Codes Officer is absent and his presence is important to the discussion of the recommendation.

Mr. Proctor, Chair of the NEDC Committee requested the recommendation to investigate the feasibility of the Purchase/Transfer of 548 North Third Street for Purposes of Entering into Dauphin County Land Bank Table be postponed until the November 20, 2017 meeting. Discussion of this proposal will be better facilitated with Mr. Singh present.

Mr. Wion presented Resolution 2017-R-36- Establishing Special Purpose Parking for Dennis Heefner at 337 Swatara Street for approval by Council. Mr. Albert moved and Ms. Kratzer seconded the motion that a Special Purpose Parking Permit be issued to Mr. Heefner. The motion carried by a unanimous vote of Council.

Mr. Wion presented Resolution 2017-R-37- Establishing Special Purpose Parking for Ms. Gail Oakley at 600 South Second Street for approval of Council. Mr. Proctor moved and Mr. Albert seconded the motion that a Special Purpose Parking Permit be issued to Ms. Oakley. The motion carried by a unanimous vote of Council.

Mr. Wion presented Resolution 2017-R-38- Establishing Special Purpose Parking for Mr. Charles Smith at 643 North Third Street for approval of Council. Mr. Smith is requesting an angle parking space in the North Third Street Alley be designated for his use. Ms. Kratzer moved and Mr. Albert seconded the motion that a Special Purpose Parking Permit be issued to Mr. Smith. The motion carried by a unanimous vote of Council.

Mr. Wion presented a Resolution Establishing a Special Purpose Parking for Ms. Linette Arsenic at 136 Lincoln Street. The traffic study indicated there was a concrete pad in the rear of the house that could be used for parking. Ms. Maxwell moved that the request for Special Purpose Parking be denied because parking could be done on the property. Ms. Kratzer seconded the motion which was passed by a unanimous vote of Council.

Mr. Wion presented Resolution 2017-R-39 Establishing Special Purpose Parking for Mr. Eugene Spizzirri at 24 Chestnut Street. Mr. Albert moved and Ms. Hodge seconded the motion that a Special Purpose Parking Permit be issued to Mr. Spizzirri. The motion was passed by a unanimous vote of Council.

Council discussed the proposed approval of The Humane Society Agreement for 2018. During a discussion period, Mr. Brown explained that the signed agreement is due for submission January 2018, therefore there is no problem if no decision was made at this meeting. Mr. Proctor asked for clarification regarding the animals served in the clinic. Ms. Kratzer stated that both dogs and cats are involved in the program and that having the contract with the Humane Society represents a cost effective method of handling lost animals and the neutering program. Chief Minium stated that there have been some problems with the Society's compliance with the contract. To date, they have not reported the names and addresses of persons who retrieve animals from the shelter. Ms. Hodge sought clarification on the inference that the Society is not following the contract but the Borough pays \$120.00 per dog, \$265.00 per pit bull dog plus a \$250.00 contract fee. Chief Minium responded in the positive. Ms. Maxwell asked if the Society kept the full payment from the Borough or if actual use was deducted from that amount

and returned or given as credit in the following year. Chief Minium stated that actual cost was deducted from the contract fee. Chief Minium suggested that Mr. Wion and Mayor Marcinko meet with a representative of the Humane Society to discuss the contract and report back to the Council. Council members accepted the suggestion. Therefore the matter was tabled pending further communication with the Society.

Mr. Brown presented Application for Payment #1 in the Amount of \$116,946 to DeTraglia Excavating for the Washington Street Rehabilitation Project Sewer/Sanitary Contract. HRG, the Borough's Engineering Company, has reviewed the site and paperwork submitted by the firm and recommended the payment be made. The project is funded by Community Block Grant Disaster Relief funds and the funds must be distributed by November 30, 2017. Any remaining monies owed will be taken from Sewer Reserves. Mr. Proctor moved and Mr. Albert seconded the motion that DeTraglia Excavating Application for Payment Request #1 be paid as requested. The motion passed by a unanimous vote of Council

Mr. Brown requested that change order in the Amount of \$7,500 to Cover Proper Restoration of Roadway for Washington Street Rehabilitation Project be approved. The additional work is needed because as DeTraglia Excavating noted three areas where there was poor/weak paving. Upgrading the paving at this time will prevent a larger problem from occurring. Mr. Albert moved and Ms. Kratzer seconded the motion that the funds for additional work be approved. The motion passed by unanimous vote of Council.

Public Comments:

Ms. Vera Petrina, 604 North Front Street – requested the Borough's assistance in encouraging the property owner of the house that is semi-attached to her home to have the property treated for bed bugs and mice. Her home is now infested and is seeking relief from continuously paying an exterminator. The property is currently rented by a family with children. Mr. Proctor informed her that the Borough is considering new codes that will help resolve issues with rental properties. Mr. Proctor requested that the Codes Officer and Mr. Brown follow-up on her complaint.

Council Concerns:

Ms. Kratzer thanked persons for attending the kid's party and the dedication of Frank S. Brown Boulevard. She also noted that persons who do not live in Steelton are impressed by the new developments being made in the Borough.

Ms. Maxwell encouraged persons to vote. She also stated that she and her son really enjoyed the Halloween Costume Parade and Contest.

Ms. Hodge stated that her participation in the Frank S. Brown ceremony was a wonderful experience and it made her feel that she was a part of something special. She stated that she appreciated the community's participation and gave kudos to Chief Vance and Chief Minium for their hard work.

In her absence, Chief Minium presented a list of concerns from the Mayor:

- The Mayor thanked Mr. Brown for organizing a wonderful retirement reception for former Mayor Acri. She also thanked persons for attending the event.
- She informed the body that she is working with Joe Ulrich researching Vietnam veterans who were unable to receive a high school diploma because they were drafted into service. The ceremony is scheduled to be held at the Steelton-Highspire High School November 16, 2017.
- Steve Mull was sworn in as the new Civil Service Commissioner.
- The Jr. Achievement programs is coming and she wanted to remind the participants to apply for their clearances as soon as possible.
- She, Mayor Horner and Detective Shab attended Friday Morning Lights at Steelton-Highspire High School.
- She thanked Borough staff for making the Frank Brown Ceremony successful.
- She wanted to remind persons that Santa comes to Steelton December 16, 2017.
- Persons who were involved in the UGI gas leak situation will be honored at the November 20, 2017 Council Meeting.
- She wanted to encourage persons to vote.

Mr. Brown stated:

- ✓ There will be activity on the property across from Frederick Douglas Municipal Building as persons complete the environmental study that has to be completed so the Borough can close on the land sale. The closing is scheduled for November 31, 2017.
- ✓ The Coffee with the Crew that occurred November 3, 2017 went very well.
- ✓ Persons in the community may notice work being done on the UGI site as the company fills a tank. He stated that the community has no need for concern.

Mr. Albert, Mr. Proctor, Mr. Wion, Chief Vance and Chief Minium had no additional remarks.

President Wright encouraged those in attendance to vote.

Executive Session:

There was no Executive Session held at this meeting.

Adjournment:

Mr. Albert moved and Ms. Maxwell seconded the motion to adjourn. The Steelton Borough Council Meeting of November 6, 2017 was adjourned at 7:10 p.m. following a unanimous vote of Council.

Respectfully Submitted,



Doug Brown, Secretary

Steelton Borough Council Agenda

November 20, 2017

Call Meeting to Order: President Wright

Pledge of Allegiance: President Wright

Moment of Silence: Mayor Maria Marcinko

Mayor Maria R. Marcinko:

Swearing in of Corey Allwein as Patrolman

Recognition for Commitment of Service for Persons Who Worked During the UGI Tank Emergency

Recognition of Meals on Wheels Personnel for Outstanding Community Service

Recognition of Master Patrolman Kevin Martin and Patrolman Bret Palmer for Laudable Service

Executive Sessions between meetings:

None

Approval of minutes from previous meeting:

October 16, 2017; November 6, 2017

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: September 2017

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Communication:

US Department of Labor

Request to Withhold Portion of Unspent Funds for Midget Baseball Field Project for Purposes of Settlement with Steele City, LLC

Dauphin County Planning Commission

Concurrence with Decision to Vacate Portion of Chestnut Street

Dauphin County Tax Assessment

Property Transfer Report for Steelton Borough – October 2017

Presentation:

Justin Mendinsky, HRG Inc.

Monthly Engineer's Report

Unfinished Business:

Mr. Brown

Ordinance 2017-____ Adopting the 2018
General Fund and Sewer Fund
Appropriations

Mr. Brown

Ordinance 2017__-Fixing Tax Rates for 2018

Mr. Brown

Resolution 2017-R-__ Fixing Tax Discounts
for 2018

New Business:

Mr. Brown

Approval to Purchase New Refrigerator at
Firehouse

Mr. Wion

Approval of Resolution 2017-R-__ Eliminating
Special Purpose Parking Space for 220 Elm
Street

Mr. Brown

Approval of Resolution 2017-R-____
Establishing Wages and Benefits for Non-
Represented Employees for 2018

Mr. Brown

Presentation of Minimum Municipal
Obligation Amounts for Police and Non-
Uniform Pension Plans

Mr. Brown

Approval of Center for Economic
Opportunity Workplace Plan for Assistance
with Beautifying Borough

Mr. Brown

Ratification of Approval of H. Donley
Agreement to Replace Heating Unit on
Second Floor of Firehouse

Mr. Brown

Approval of Proposal from AAA School of
Trucking for CDL Course/Testing for Three
Public Works Employees

Mr. Segina

Approval to Purchase New Server for
Borough Hall

Mr. Brown Approval of Agreement to Extend Auditing Services by Zelenkofske Axelrod for One Year (Fiscal Year 2017)

Mr. Brown Approval of Appraisal Agreement with Industrial Appraisal Company

Mr. Singh Approval for Mr. Wion to Draft to Codes/Property Maintenance Ordinances

Mr. Brown Discussion of Traffic Light Cycle Issue at Front and Locust Street and Associated Quote to Replace Video Trak Cards at Intersection in the Amount of \$6,171.43

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues and Legal Matters

Mr. Brown Approval of Separation Agreement and General Release between Steelton Borough, and James Souder/AFSCME District Council 90

Adjournment:

Steelton Borough Council Meeting Minutes

November 20, 2017

Present:

Jeffrey Wright, President
Michael Segina, President Pro-Tem
Keontay Hodge Keontay Hodge
Kelly Kratzer
Ryan Maxwell

Maria Marcinko, Mayor
Dave Wion, Solicitor
Justin Mendinsky, HRG Engineer
Douglas Brown, Borough Manager
Eugene Vance, Fire Chief
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Brian Proctor Mike Albert

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance was led by President Wright.

Moment of Silence:

Mayor Maria Marcinko led the body in a moment of silence.

Mayor Marcinko honored those who helped during the July 28 & 29, 2017 UGI Emergency Propane Gas Leak incident with Certificates of Appreciation. She asked Mr. Tim Lehman to assist her by handing out the certificates. She asked him to participate because the UGI Emergency was his last official act as the Borough's Emergency Management Coordinator. The Mayor stated that the incident was a learning experience for all involved. She was elated to report that there were no injuries or property lost during the incident. The following persons received certificates: Patrolman Scott Schaeffer, Mr. Doug Brown, Mr. John Brubacher, Mr. Steven Brubacher, Mr. Steve Brubacher, Ms. Sylvia Brubacher, Detective Troy Elhadj, Master Patrolman Art Etnoyer, Mr. Dennis Freed, Mr. Michael Hayes, Mr. John Heffelfinger, Ms. Keontay Hodge, Mr. Ron Kable, Ms. Kelly Kratzer, Mr. Tom "Pops" Leach, Mr. Tim Lehman, Mr. Keith Miller, Chief Anthony Minium, Mr. Steve Murphy, Patrolman Bret Palmer, Mr. Josh Sherrid, Ms. Gayle Sherrid, Mr. John Sviben, Chief Eugene Vance, Ms. Luz Pabon, Mr. Brian Proctor, Master Patrolman Scott Rupert, Mr. Mike Segina, Patrolman William Snyder, Patrolman Cody Webster, Ms. Lisa Wiedemon, Mr. Jeffrey wright, Mr. Eddie Bieot.

Mayor Marcinko had the pleasure of swearing in Patrolman Corey Allwein as a member of the Steelton Police Department. Patrolman Allwein was accompanied by his girlfriend, who held the Bible, and his parents. Mr. Allwein started working in Steelton as a Volunteer Fireman and it was during this period that he recognized his desire to become a policeman. He stated that his objective is to serve the community which is a rewarding career that he plans to do for the rest of his life. He thanked Chief Minium for his help and stated that members of the Police force supported each other and he is looking to move forward.

Mayor Marcinko honored Patrolman Kevin Martin and Master Patrolman Bret Palmer for Exemplary Service to the Borough of Steelton for their Heroic Actions during a fire in Highspire November 7, 2017. The Officers entered the home and carried persons to safety. Ms. Kratzer moved and Ms. Hodge seconded the motion that

a copy of the certificates will be placed in their personnel file. The motion was carried by a unanimous vote of Council.

Mayor Marcinko honored three volunteers with the Meals on Wheels program for detecting a fire while making a delivery at 646 South Second Street. They alerted the resident and called the Fire Department. Those persons were: Ms. Margaret Branch, Ms. Shirley Neal and Mr. Ed Pierce. The Mayor stated that she will write a formal letter to the supervisors at Meals on Wheels reporting their heroic actions.

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of Minutes from previous meetings: October 16, 2017 and November 6, 2017 meetings.

The minutes of the October 16, 2017 minutes were acceptable, however, there were two errors in the November 6, 2017 minutes as noted by Mr. Wion and Ms. Maxwell. Ms. Maxwell moved and Ms. Kratzer seconded the motion to accept the minutes with the correction of the two items. The motion carried by a unanimous vote of Council. Mayor Marcinko stated that she had a correction on content that she would bring up later in the meeting.

Public Comment on Agenda Items only:

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

Ms. Kratzer moved that the Schedule of Billing, Requisitions and Change Orders for October, 2017 be approved as submitted. Mr. Segina seconded the motion which passed by a unanimous vote of Council.

Approval of Department Reports:

President Wright opened the floor to allow Department Heads or Council Members assigned to Borough Committees to make oral additions to the written reports submitted.

Fire Department and Ambulance- submitted a Written Report

Police Department – Submitted a written report. Mayor Marcinko corrected the information contained in the October 16, 2017 Council Meeting Minutes regarding the discussion about the Humane Society’s proposed contract. She stated that dog laws enforcement in Pennsylvania, which is under the Department of Agriculture, requires municipalities detain stray dogs for 72 hours after they are captured. Since the Borough does not have facilities to meet those requirements, it maintains a contract with the Humane Society of Harrisburg to carry out the mandate of the law. The Society charges the Borough for each animal that is brought to them. She and Chief Minium will review the charges for accuracy. They will also arrange a meeting with the Executive Director of the Humane Society to review the reporting requirements. The Mayor also clarified that cats are handled by the Steelton Community Cats Program, not the Humane Society. The Steelton Community Cats program does offer vaccination for dogs once a month.

NEDC Committee – Presented no report.

Department of Public Works - submitted a written report.

Codes Department – submitted a written report

Borough Manager Doug Brown reported:

- ✓ On November 16, 2017 Mr. Brown attended and presented the Borough's request for the 2018 Local Share Grant. The request was for funding to pay for the new Fire Truck. Chief Vance and Mr. Mahalchick participated in the presentation on that item. The Borough also requested funds to repay the small loan made to complete the Skate Park. He and Mr. Bob Welsh from SHSD presented information regarding the aquaponics program for the INTAG and Wheelhouse Foundations. Mr. Brown, Mr. Dave Black and Mr. Steve Taylor presented information to support the Acleor Mittel grant request. Mr. Brown believes that information regarding the grant requests will be available in January 2018.
- ✓ At the meeting, Mr. Brown was informed that the Borough will receive an additional \$100,000.00 CDBG Grant. Those funds plus \$250,000.00 of budgeted funds (a total of \$350,000.00) will be used to repave some streets.
- ✓ \$50,000.00 is earmarked for the ongoing Codes Project anticipated revenue from the CDBG funds.
- ✓ Funding for 2018-2019 includes the Codes Department, repair of the retaining wall at 101 Locust Street Rehabilitation Project. He has also applied for \$ 10,000.00 Tourism Grant which will be used for the Steelton Fest and a possible event at the Skate Park.
- ✓ Fiscally, the Borough is in good shape with \$ 2,300,000.00 in the Central Fund at the end of October. The projection is approximately \$ 1,900,000.00 will be in the Central Fund at the end of the year. These funds will allow the payoff of some debt service and personnel cost that come at the end of the year. At the end of October, the Sewer Fund was at \$ 3,100,000.00 with over \$400,000 in cash reserves in the Sewer Projects Fund. Mr. Brown will work with Mr. Mendinsky to prioritize projects, however, at this time some of the funds are being used for the sewer portion of the Washington and Front Street Storm and Sanitary Sewer Rehabilitation Project.
- ✓ Public Works Committee meeting at 6:00 p.m. November 27, 2017,
- ✓ NEDC will meet at 6:30 November 28, 2017.
- ✓ Police Committee meets next week
- ✓ Mr. Brown, Mr. Wion, Mr. Mendinsky and Mr. Conner met and discussed the sub-development and land division of the Frank Brown Boulevard Townhomes Project. Plans will be presented to the Planning Commission at their December meeting. It is projected that after the Commission meeting, Council will be able to take action on the land division plan during the December 18, 2017 meeting. If things move in a timely manner, the project can begin in Spring 2018.
- ✓ 101 Locust Street is still waiting for the design plans from Habitat for Humanities. Once that is obtained the property can be transferred to the Land Bank.
- ✓ Environmental Engineers from TRC began work to complete the required environmental study at the Renaissance Row Project Site.

Mr. Segina moved and Ms. Maxwell seconded the motion to accept the committee reports as presented. The motion carried by a unanimous vote of Council.

Communications:

US Department of Labor wrote to Council requesting the Borough withhold a portion of funds due for Midget Baseball Field Project for purposes of making a settlement with the contractor, Steele City, LLC.

Dauphin County Planning Commission wrote a letter stating that it concurred with the decision to vacate a portion of Chestnut Street.

Dauphin County Tax Assessment filed a Property Transfer Report for Steelton Borough which was effective October 2017.

Presentation:

Justin Mendinsky, HRG Inc. presented engineering activities from October 17, 2017 to November 16, 2017.

- **Fire House Improvement Project** – the control wiring for the generator annunciator installation is complete. The Borough now need to have someone from Cummins complete the programming which will sound the alarm when needed.
- **Midget Baseball Field** – The Borough received a letter from the U.S. Department of Labor instructing funds be withheld from the contractor.
- **2016 Sewer Rate Study** – The information gathered regarding the sewer rate study will be included in the Capital Improvements Plan.
- **The Frank Brown Boulevard Townhomes Project** – The plans for the project have been revised and will be presented to the Steelton Borough Planning Commission for approval at their December 4, 2017 meeting.
- **Skate Park Project** – The project has been deemed completed and the final payment made to the Armet Concrete Company.
- **Washington Avenue Sewer Rehabilitation Project** – New sanitary sewer piping and manholes have been installed along Washington Avenue with the exception of tie-ins to several inlets which must be completed. The installation of storm pipe on the canal side of Front Street and at the canal outlet are awaiting completion. There is other work that needs to be completed and the anticipated date for completion is December 2017. The entire project cannot be completed until spring when the weather will permit the completion of paving required to complete the project.
- **5-Year Capital Improvements Plan**- Preliminary work on the project has been completed. The engineers are scheduled to meet with Borough staff November 27, 2017 to review the plans and set priorities on the timing of the projects identified.

Mr. Segina had a question regarding water leak in the Firehouse. Chief Vance stated that they had called but received no response from the contractor. Mr. Medinsky explained that an electrical box pulled away from the wall so that area needs to be re-sealed. Additional sealing should also be made around the wall partitions. Mr. Segina moved that the Engineer's Report be accepted as presented. Ms. Maxwell seconded the motion which passed by a unanimous vote of Council.

Unfinished Business:

Mr. Brown presented **Ordinance 2017-7** Adopting the 2018 General Fund and Sewer Fund Appropriations to Council for approval. Ms. Hodge moved and Ms. Kratzer seconded the motion which was passed by a unanimous vote of Council.

Mr. Brown presented **Ordinance 2017-8** Fixing Tax Rates for 2018 to Council for approval. Mr. Wion explained that once the budget is passed a tax rate to support the budget must be in place. The tax rates are set by the Dauphin County's evaluation of the property. He noted that the 2018 rate is as the 2017 rate. Ms. Maxwell moved that the tax rates for 2018 be accepted as presented. Mr. Segina seconded the motion which passed by a unanimous vote of Council.

Mr. Brown requested Council approve **Resolution 2017-R-40** Fixing Tax Discounts for 2018. Mr. Wion explained that once the tax rate is determined, discounts and penalties for paying taxes must be determined. The discounts are the same as the 2017 discounts. Ms. Hodge moved and Mr. Segina seconded the motion that Resolution 2017-R-40 be approved. The motion carried by a unanimous vote of Council.

New Business:

Mr. Brown requested Council approve the purchase of a new refrigerator to be located at the Firehouse. The Firehouse is the place where public affairs such as the Christmas Party, Pumpkin Painting Contest and various other community events are held. Monies from the Capital Fund will be used to pay for the refrigerator. Ms. Kratzer moved that the Fire Department be approved to purchase a refrigerator and any additions, not to exceed \$3,500.00. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Mr. Wion requested Council's approval of **Resolution 2017-R-41** eliminating the Special Purpose Parking Permit for 220 Elm Street. Ms. Delores Robinson notified the Borough that she no longer needed special Parking at that address. Ms. Kratzer moved and Mr. Segina seconded the motion to eliminate the Special Purpose Parking Permit. The motion was passed by a unanimous vote of Council.

Mr. Brown requested Council approve **Resolution 2017-R-42** which Establishes 2018 Wages and Benefits for Non-Represented Employees. Mr. Brown explained that the Borough is legally required to set wages for the five non-uniformed employees. The employees will receive a 3% raise, which is the same amount that uniformed employees will receive. There are 12 paid holidays. These holidays have been changed to match the holidays of uniformed employees. Columbus Day is no longer a paid holiday. Ms. Hodge moved and Ms. Kratzer seconded the motion that the Resolution be passed as presented. The motion carried by a unanimous vote of Council.

Mr. Brown presented the Minimum Municipal Obligation Amounts for Police and Non-Uniform Pension Plans. He explained that at the end of the year minimum amount owes uniformed actuaries amount certified in pension plan. He stated this was a budgeted item. Mr. Wion stated that no motion was needed for Council to accept the obligation.

Mr. Brown had planned to request approval of the Center for Economic Opportunity Workplace Plan for Assistance with Beautifying Borough, however, since there were some changes made to the contract, so the the proposal will be sent back to the NEDC Committee for their review and recommendation. The wages needed to pay the workers is not included in the 2018 budget, therefore, the question of where funding would be found must be answered. The Borough has been offered the opportunity to have a free trial of the program to assess the quality of work and necessity of having additional staff. The projects that have been identified include work that would assist the Public Works Department improve the quality of maintenance in the Borough. It is thought that the Borough could use the Clean Team of Harrisburg as a model.

Mr. Brown requested Council to ratify approval of H. Donley Agreement to replace the heating unit on second floor of the Firehouse. Mr. Brown moved to resolve the emergency situation of no heat in the Firehouse. The company removed a 4 ton air conditioning and heating unit from the roof of the building and replaced it for \$6,865.00. Ms. Maxell moved and Mr. Segina seconded the motion to approve the purchase and installation of the new heating/air conditioning unit. The motion was passed by a unanimous vote of Council.

Mr. Brown requested approval to accept the proposal from AAA School of Trucking for CDL Course/Testing for three Public Works Employees. The Department is short two CDL licensed drivers because two persons are on sick leave. AAA has agreed to conduct intensive training for three persons at the cost of \$4,900.00. The classes started today with the approval of President Wright. Ms. Kratzer moved and Mr. Segina seconded the motion that the training be approved. The motion was passed by a unanimous vote of Council. Ms. Maxwell asked if there would be additional cost if the persons did not pass the test. The answer from Mr. Brown was there could be an additional cost.

Mr. Segina requested Council's approval to purchase a new server for the Frederick Douglas Municipal Building. He explained that the current server does not meet the needs of the Borough. He requested Council approve the purchase of a new Dell Server for \$6,000.00. Funds would come from the three funding sources. Ms. Maxwell moved and Ms. Kratzer seconded the motion approving the purchase of a new server. The motion passed by a unanimous vote of Council.

Mr. Brown requested approval of **Resolution 2017-R-43** which will extend the agreement for auditing services by Zelenkofske Axelrod for one year so that the audit for Fiscal Year 2017 can be completed in a timely manner. The draft RFP for auditors has been completed and is ready for review and approval, however, in order to have the work completed in a timely manner it is recommended that the current auditor's contract be extended. This action can be changed by the new Council which will be seated in January 2018. Ms. Hodge moved and Mr. Segina seconded the motion that the contract with Zelenkofske Axelrod be extended for one year. The motion passed with a unanimous vote of Council.

Mr. Brown requested approval of an Appraisal Agreement with Industrial Appraisal Company. It has been a long time since the Borough has had an update and inventory of the capital assets. A fixed depreciation cost will ensure that the insurance will adequately cover any losses. This item is included in the 2018 budget and will come from the three funding streams. After discussion, it was determined that the Solicitor should review the proposed agreement and report his findings to Council at the next scheduled meeting.

Mr. Singh presented the proposed changes to Chapter 82 Property Maintenance and Housing Code. He has been working with the NEDC Committee reviewing and updating the codes, which have not been reviewed and updated since 2000. The changes will bring the Borough Codes up to the standard of the International Property Maintenance Codes. Among the changes are: an updated instant ticket format, ten new items, an updated fee schedule that is similar to other municipalities in the area, a focus on rental properties. The NEDC Committee has reviewed and approved the proposed changes and now request that they be sent to the Solicitor for review and the drafting of ordinances to approve the revised codes. The new codes would be effective July 1, 2018. The Department will conduct workshops with landlords and tenants to review the new codes.

Mr. Brown initiated a discussion of the traffic light cycle at Front and Locust Street. The issue has been evaluated and it was determined that the video trak card at that intersection need to be replaced. The cost of replacing two trak cards is \$6, 171.43. During the discussion it was noted that the wind velocity jostles the camera which sends an inaccurate signal to the light. The Borough may be too small to get a grant to cover the cost of a new camera system. Is a traffic light really necessary at that location? The light is there to ensure that trucks coming into and out of the mill have access to Front Street. Would a motion detector would be a better option than the camera system that now exist? The matter will be sent to the Public Works Committee.

Public Comments:

Ms. Veronica Supan, 2604 South Fourth Street –Work completed by Roto Rooter, early spring, in Third Alley caused a pothole which is now filled with gravel. Currently, there are two cones placed at the hole. If the snow plows clean that area additional problems with the gravel will occur. Mr. Brown stated that Public Works and the Codes Office should look into the situation. Regarding the traffic light at Locust and Front Street, Ms. Supan stated that there was a new Pennsylvania law for motorcycles that indicated if there is reason to believe the traffic light is not working correctly and driver sits at a red light for a long time, the driver should look both ways and if there is no traffic, can make its turn. Perhaps the Borough could follow that law at that intersection. The Police Department should be informed so that they do not issue tickets for turning on the red light.

Mr. Emmuel Powell, 321 Lebanon Street - Mr. Powell expressed concern about the light at the corner of Locust and Front Streets. He suggested Council work to restrict traffic between certain hours, for example, 8-10 a.m. and 3-? p.m. He noted that there used to be a lot of trucks coming from the mill but at this time, there are about four trucks per day coming from the mill. He asked if a traffic light was really necessary at that location and stated that eliminating the traffic signal would save the Borough money.

Mr. Howard Gray, 240 Cottage Hill Lane – Mr. Gray expressed concern about the parking lot of the, now inactive, Casa Chica Restaurant. There a vehicle sitting on blocks parked on the lot. The vehicle is covered by a blue tarp which children like to play under, perhaps pretending it is a tent. This situation is a safety hazard. In the ensuing discussion, it was agreed that the lot is being used to repair automobiles. The owner of the property was notified to eliminate any business conducted on the property and to keep the property clean. The Codes Enforcement Officer is aware of the problem and is working to remedy the situation.

Council Concerns:

Ms. Kratzer congratulated Mr. Powell for being recognized by a local television station as the Military Person of the Day. Mr. Powell served as a Sergeant in the Army during the Korean War. She thanked him for his service and saluted him on behalf of the Council.

Ms. Maxwell thanked persons for coming out in the cold weather to attend the meeting.

Ms. Hodge thanked the people for attending the meeting. She announced the Steelton Community Development Foundation’s Annual Christmas Dinner will be held 7:00 p.m. December 16, 2017 at the Prince of Peace. The dinner is for the community, therefore, there is no cost to attend. She thanked Mr. Gray for warning the children of the danger caused by their playing around the parked car.

Mr. Singh and Mr. Wion wished persons a Happy Thanksgiving.

Chief Vance and Ms. Leggett-Robinson had no remarks.

Chief Minium announced that he took his first sick day with the approval of the Mayor.

Mr. Segina wished everyone a Happy Thanksgiving. He noted that the Google content on the Borough needs to be updated and he would contact them regarding the need for an update.

Mayor Marcinko stated that:

1. She will not be present during the December meetings so she wished everyone Happy Holidays.
2. She expressed Congratulations to the new incoming Council and she looks forward to working with them.
3. She suggested that perhaps the Public Works Chair add posting signs for the street cleaning period be added to the Committee’s agenda.
4. She further suggested that Council consider making the street cleaning at the same time every year such as April 1st to November 1st to eliminate the confusion.
5. She asked if the NEDC Committee could develop a policy for the use of the Steelton Fire Department, the Steelton Fire Department and whatever might be involved like the use of a building, etc. The policy should include definitions for things like “sponsor”. There was some confusion which would have been avoided if there was a policy in place.
6. The Mayor mentioned that there needs to be better communication with in the Council and the Committees, for example there are times when she learned something was happening when it was posted on Face Book and persons in leadership should have that kind of information before it is advertised.

7. Perhaps there could be a parade for the Football Team since they were District Champions.
8. Chief Minium, Chief Reider and the SHSD Superintendent Waters met to discuss some ways to deter or deescalate the fighting. Mr. Waters is initiating a committee of community persons to work together as an ad hoc committee to help resolve the problems.
9. The Mayor is working with Mr. Singh on complaints she has received regarding "Cottage Industry" in the Community. Persons are concerned about people selling food from their homes without proper inspections and approvals. Any action taken is the result of complaints from the community. She continues to receive complaints regarding the Department of Public Works and the Codes Department.
10. There is a need to call the Game Commission regarding the coyote and two cubs that have been spotted evenings and early morning in the East End on Third Street. She requested the public be notified not to approach the animal because it is a wild animal and could be diseased.
11. She and Chief Minium attended and participated in Operation Recognition. The third graders were wonderful. Mr. Reuben Barnett was awarded a High School Diploma post humorously because he was drafted and was unable to complete the requirements to complete his high school education.

President Wright left the meeting to attend other scheduled meeting. He passed the gavel to Mr. Segina, who is the President Pro Tem.

Executive Session:

Ms. Hodge moved and Ms. Kratzer seconded the motion that Council recess and move into Executive Session to discuss personnel and legal matters at 8:15 p.m. The motion carried by a unanimous vote of Council and they moved into Executive Session.

Council Meeting resumed at 8:45 p.m.

Ms. Maxwell moved that Council approve the Separation Agreement and General Release between Steelton Borough and James Souder/AFSCME District Council 90. Ms. Kratzer seconded the motion which passed by a unanimous vote of Council.

Ms. Kratzer moved and Ms. Maxwell seconded the motion that the Borough Manger be instructed to begin advertising a vacant position in the Codes Office. The motion was passed by a unanimous vote of Council.

Ms. Hodge moved and Ms. Maxwell seconded the motion that the meeting be adjourned at 8:55 p.m. The motion passed by a unanimous vote of Council.

Respectfully Submitted,



Doug Brown, Secretary

Steelton Borough Council Agenda

December 4, 2017

Call Meeting to Order: President Wright

Pledge of Allegiance: President Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings:

Approval of minutes from previous meeting: November 20th, 2017 Meeting

Public Comment of Agenda items only:

Communication:

LTL Consultants, LDL Consultants

Offering Engineering, Building Inspector and Zoning Offer Services

Alison Mohn

Replacing Park Sign

Verizon

Notification of Significant Outage in October

Verizon

Verizon Cable Franchise Agreement

The PA Association of Boroughs

Notification of Boot Camp for Newly Elected Officials.

Herbert, Rowland & Grubic, Inc.

Closeout Documents for Municipal Park Skate Park Project

Presentation:

Unfinished Business:

Mr. Brown

Approval of Memorandum of Understanding between Steelton Borough and Center for Economic Opportunities to Provide FREE Services for the Month of December

New Business:

Mr. Brown

Comcast Business Proposal to Install Two Cameras at the Steelton Skate Park for Surveillance Purposes and Wi-Fi

Mr. Wion	Consideration of Repository Bid for Parcel 58-008-035 – South 4 th Street
Mr. Wion	Consideration of Repository Bid for Parcel 58-008-005 – 321 South 4 th Street
Mr. Minium	Permission for Street Closures and Participation in Annual Ryan Mohn Walk
Mr. Brown	Comcast Proposed Surveillance Equipment for Skate Park
Mr. Brown	Rogele, Inc. Proposal for Snow Removal (for Information Purposes Only)
Mr. Brown	Approval of 2018 Salary for Chief Anthony `Minium

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Adjournment:

Steelton Borough Council Meeting Minutes

December 4, 2017

Present:

Jeffrey Wright, President
Brian Proctor, Vice President
Michael Segina, President Pro-Tem
Mike Albert
Keontay Hodge
Kelly Kratzer
Ryan Maxwell

Dave Wion, Solicitor
Justin Mendinsky, HRG Engineer
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Asst.

Absent With Cause: Mayor Maria Marcinko

Call Meeting to Order:

The Steelton Borough Council Meeting was called to order by President Wright at 6:30p.m.

Pledge of Allegiance:

President Wright led the body in the Pledge of Allegiance. In the absence of the Mayor, he also led the group in a Moment of Silence.

Approval of minutes from previous meeting:

The minutes from the November 20th, 2017 Council Meeting were reviewed by Council. Mr. Albert moved and Ms. Hodge seconded the motion that the minutes be accepted as provided. Ms. Maxwell had grammatical corrections which she will give directly to the Secretary. She also stated that the time of the dinner scheduled by the Steelton Community Development Foundation was incorrectly recorded as 7:00 pm. The time for the dinner is 5:00 p.m. The minutes were approved by a unanimous vote of Council provided the minutes are corrected in accordance with Ms. Maxwell's notations.

Public Comment of Agenda items only:

There were no public comments on agenda items.

Executive Session between meetings:

The meeting recessed into Executive Session at 6:35pm to discuss Personnel Matters.

The meeting was called back into session and the meeting resumed.

Communication:

LTL Consultants, LDL Consultants of Jonestown, PA submitted a letter offering their services to perform Engineering, Building Inspector and Zoning Offer Services.

Ms. Alison Mohn and family are donating a new sign for the park. Public Works staff are replacing the sign posts to ensure the sign represents the love and respect of the Mohn family and their contributions to the

Steelton Community.

Verizon wrote to inform the Borough that there was a significant FIOS outage. Channel 35 (Cornerstone CTVN) was unavailable to Verizon video subscribers between October 23, 2017 10:20 pm to 6:30am October 24, 2017.

Verizon wrote to inform the Borough that changes had been made in the addresses and contact persons listed in the Verizon Cable Franchise Agreement.

The PA Association of Boroughs sent notification of a Boot Camp for Newly Elected Officials. The Boot Camp is available in 21 locations in the state of Pennsylvania. The focus is to introduce newly elected officials to elements of their new positions. The course is also helpful as a refresher course for those who are currently serving in local government. Registration is required. This information has already been sent to newly elected Borough Officials.

Herbert, Rowland & Grubic, Inc. sent the Steelton Borough Council copies of the final closeout documents for the Municipal Park Skate Park Project.

Presentation:

There were no presentation made at this meeting.

Unfinished Business:

Mr. Brown requested approval of a Memorandum of Understanding between Steelton Borough and Center for Economic Opportunities to Provide FREE Services for the Month of December. The Solicitor has reviewed and approved the MOU. Ms. Kia L. Hansard, County Director Center for Employment Opportunities, was present to answer any questions the Council might have about the MOU or services offered by the program. Ms. Maxwell moved and Mr. Albert seconded the motion that the MOU be approved as submitted. The motion passed by a unanimous vote of Council.

New Business:

Mr. Brown presented information regarding the Comcast Business Proposal to Install two cameras at the Steelton Skate Park for surveillance purposes. This item had been under considered, however, action is requested at this time in response to the request from residents in the area that surveillance cameras be installed. The cameras would maintain a copy of activities for a month. The film would be available for Police review, should an incident occur during that timeframe. In addition, the system would allow live streaming of skating events and serve as a Wi-Fi hotspot for the public. After conversations with Mr. Segina, Mr. Brown requested the proposal be tabled pending further investigation of the services offered. President Wright requested that Mr. Brown and Mr. Segina report back to Council at the next meeting.

Mr. Wion presented Consideration of Repository Bid for Parcel 58-008-035 – South 4th Street to the Council for approval. He explained that when a property is held for unpaid taxes, there are three steps that may be taken. **#1.)** the property up for Tax Sale. **#2.)** if the property is not sold at that time, it moves to the Judicial Tax Sale. **# 3.)** if there are no bids at the Judicial Tax Sale, the County has the option to move the property to the Repository Bank where it sits until it is sold, taxes are paid, or the taxes are gleaned. The Tax Claim Bureau can review a bid from someone interested in obtaining the property in the Repository Bank. The minimum

offer of this particular property is from the Mountain View Trust in the amount of \$500.00. Unless there is a major reason not to accept the bid, Council, School District and County consent to the sale by the County Tax Claim Bureau. Ms. Maxwell asked for clarification on the motion. She asked if the property in the Repository Bank are on the tax rolls and if accepting the bid would place them on the tax roll. President Wright responded that the properties are not on the tax rolls, but by accepting the bid, they will be placed back on the tax roll. Mr. Albert moved and Ms. Kratzer seconded the motion to accept the \$500.00 bid offered for this property. The motion was passed by a unanimous vote of Council.

Mr. Wion presented for consideration of Repository Bid for Parcel 58-008-005 – 321 South 4th Street. The bid for this property was also made by the Mountain View Trust for \$500.00. Mr. Albert moved and Ms. Maxwell seconded the motion that the Borough accept the amount offered for the property. The motion passed by a unanimous vote of Council.

Police Chief Minium requested Council approve street closures and Police Department participation in Annual Ryan Mohn Walk scheduled for August 2018. It is proposed that the walkers use the same route, however they would like to have a glow service which would mean having the event in the evening. The Police Department has no problem accommodating the request. Mr. Albert moved and Mr. Segina seconded the motion that the Annual Ryan Mohn Walk be approved as requested. The motion was passed by a unanimous vote of Council.

Mr. Brown presented the Rogele, Inc. Proposal for Snow Removal to the Council for informational purposes. Mr. Brown stated that he solicits proposals every year in case the volume of snow requires the Borough to contract help. For example, there have been two incidents in the last two years when there was a 30+ inch snow fall within a 48 hour period. He stated that he is presenting the bid from Rogele, Inc. and is expecting a bid from Temple Excavating. Ms. Maxwell asked if, at some time, Mr. Brown would present all the bids. Mr. Brown stated that bids will be disclosed so that Council can select the contractor, however, in case of an emergency, action will be taken and brought to Council for ratification. Ms. Maxwell asked at what point does the Department of Public Works need assistance. He stated that is only for snow removal. In the past, the Borough has contracted for front end loaders and dump trucks to remove large deposits of snow.

Mr. Brown requested Council approve the 2018 salary for Police Chief Anthony Minium. The proposed salary includes a 3% raise as approved for non-represented staff. The salary for Chief Minium would be \$92,700.00. Ms. Kratzer moved and Ms. Hodge seconded the motion to set the 2018 salary of Chief Minium. The motion was passed by a unanimous vote of Council.

Public Comments:

Ms. Cheryl Powell, 321 Lebanon Street – Ms. Powell wanted to confirm that the Steel Mill is losing 300 jobs. If that is true, was thought given to the large loss of jobs when the budget was developed. Mr. Brown stated that in discussion with persons at the Mill, they continue to operate with approximately 500 employees. DuraBond is laying off 180 persons. The company acquired two large contracts that required the addition of a second shift of workers. The contract has now been met, so those workers are being laid off. The Steel Mill pays a modest amount of property taxes because it is in the Keystone Opportunity Zone. The Borough received approximately \$ 300,000.00 in taxes from all the mill properties. Ms. Powell stated that her concern was about lowered revenue because of the loss of Occupational Taxes. Mr. Brown stated that the Borough does collect Occupational and Earned Income Taxes. These taxes are on a much smaller scale than the

property taxes. The Borough is working with the Work Force Investment Board to provide training and placement for the workers that have been laid off.

Dennis Heefner 337 Swatara Street – Mr. Heefner is concerned that the price the developers of Renaissance Row paid is lower than the cost the Borough paid to obtain the land. As such, the taxpayers will not recoup the money used on their behalf. He also stated that CGBG grants must be reimbursed when property purchased with that money is sold. Mr. Heefner was reminded that the current Council was not involved with the project when the Council on which he served made those decisions. Further, the amount paid by the developers is in the range of the new appraisal of the land, which has depreciated since the original appraisal. Finally, there is some satisfaction that the property will no longer sit vacant and there is movement to get the current project underway which will provide a new, attractive, revenue producing project to the area. The concern of the current Council is in getting things moving in the Borough, not necessarily making money from the new development. The revenue will be generated by the payment of taxes, use of water, etc.

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked if there will be any activity to support the SHSD High School Football Team on their winning District honors. Members of the Board did not express a direct intention to sponsor a recognition ceremony, however, it did not exclude the possibility that something will be done.

Council Concerns:

Ms. Kratzer reminded persons that on December 15, 2017 from 6-8pm there will be a Kids Crafts Night at the Fire House. She thanked Ms. Cheryl Powell for participating as a judge for the first Halloween Costume Parade.

Ms. Maxwell talked about the Christmas Tree Lighting scheduled for December 5, 2017 at 6:30 pm. The Ceremony will be followed by food and fun at the Firehouse. She looks forward to seeing persons from the community participating in the event. She also reminded people that Santa is coming to town December 16, 2017 from 2-5pm. She plans to attend both occasions with her family.

Mr. Albert and Mr. Wion had no additional remarks.

Ms. Hodge thanked persons for attending the meeting. She reminded persons of the Second Steelton Community Development Trust Christmas Dinner to be held December 16, 2017 at Prince of Peace at 5:00 pm. She also encouraged persons to register to participate in this free Community Holiday Celebration.

Mr. Singh reminded persons to attend the Planning Commission meeting December 6, 2017 at 6:00pm.

Chief Minium stated that the Department has gotten push back from the District Attorney regarding the Medical Marijuana Ordinance. The new DA requested a six month evaluation period starting in January. The Department will use the current ordinances of unlawful acts and paraphernalia for a small amount to develop a baseline. At that time, Chief will meet with the DA to ensure his support. He announced Operation Safe Holiday. The Police Department will be ever present in the community, some in unmarked cars and plain clothes as they guard the community from holiday mayhem. He also encouraged persons to participate in an effort to include the community in resolving the school youth problems that are occurring in the school and in the community after school. The meeting will be held at the High School Cafeteria December 12, 2017 at 6:00pm. Swatara, Highspire and Steelton Police Departments will be involved.

Mr. Segina thanked persons for coming out to the meeting. He reminded persons that January, 2018 will begin a new year with new members joining Council. That means new Committee Members must be appointed. He encouraged any persons interested in serving on any Committee (Zoning Board, Planning Commission and Water Authority) send their resume to Doug Brown for consideration.

Mr. Proctor thanked persons for attending the meeting. He noted that Steelton has lost a good person with the passing of Mr. Ronald McKamey.

President Wright stated that the Lighting of the Christmas Tree will be his last official action in the Borough. He noted that he, Mr. Albert and Ms. Maxwell will serve at their last meeting on December 18, 2017. He wished all present a *Happy Holiday*. He also gave a special acknowledgement of Mr. Dave Wion, the Borough Solicitor. He thanked Mr. Wion for his help, support and friendship during his days of service on the Council.

Executive Session:

An Executive Session was held earlier during the meeting.

Adjournment:

Mr. Albert moved and Ms. Maxell seconded the motion to adjourn the Steelton Borough PA Council Meeting at 7:30 pm. The motion carried by a unanimous vote of Council.

Respectfully Submitted,



Doug Brown, Secretary

Steelton Borough Council Agenda

December 18, 2017

Call Meeting to Order: President Wright

Pledge of Allegiance: President Wright

Moment of Silence: Mayor Maria Marcinko

Executive Sessions between meetings: To Discuss Personnel Issues

Approval of minutes from previous meeting: December 4, 2017 Meeting

Public Comment of Agenda items only:

Approval of schedule of billing, requisitions, and change orders as presented for: September 2017

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Communication:

Steelton-Highspire School District

Requesting Attendance at the December 12, 2017 Meeting 6:00 pm. Meeting to Increase Community Involvement In The School

Capital Region Water

Notification of 2018 Capital Region Water Sewer Rates

Cummins Power Systems

Statement of Work Completed and Planned Maintenance Checklist for Steelton Firehouse Emergency Generator

PA Department of Environmental Protection

Renewal of NPDES Permit #PA0009417

Dauphin County Conservation District

Notice that Erosion and Sediment Control Plan Fees Will Be Applied beginning January 1, 2018.

Dauphin County Election Bureau

Notification of Planned Consolidation of Election Wards

Print Municipal Resident Directory & Map

Offer to Provide a 2018 Color Directory and Map for Steelton Borough

Dauphin County Department of Public Safety

Notice of New Address at 325 Frank S. Brown Boulevard

COMCAST

Notice to SCDF of \$10,000 Digital Literacy Grant Award

Mockenhaupt Benefits Group

Borough of Steelton Non-Uniformed Employees' Pension Plan

Presentation:

Mr. Justin Mendinsky – HRG

Monthly Engineer's Report and Approval of Application for Payment #2 to DeTraglia Excavating in the Amount of \$133,529.54 for Washington Street Sewer Rehabilitation Project

Unfinished Business:

Mr. Brown

Approval of Appraisal Agreement with Industrial Appraisal Company

Mr. Brown

Approval of Bids for Emergency Snow Removal in Case of Major Snowfall

Mr. Segina

Proposed Surveillance Equipment for Skate Park

New Business:

Mr. Wion

Ordinance No. 2017-__ Amending Vehicle and Traffic Code of the Borough Regarding Special Purpose Parking Permits

- Mr. Wion Approval of Subdivision and Land Development (SALDO) Plan for the Frank S. Brown Boulevard Townhouse Project
- Mr. Wion Approval of Resolution 2017-R-__ Subdivision and Land Development Plan for Franklin Brown Boulevard Townhome Redevelopment
- Mr. Wion Approval of Resolution 2017-R-__ Fixing the Steelton Borough Boat Dock Permit Fee at \$47.00
- Mr. Wion Approval of Amendment to Community Champions Agreement
- Mr. Singh Approval for Community Champions Property Registration Solution to use Codes Logo
- Mr. Brown Approval to Renew Proposal for Property & Casualty Consulting Brokerage Services
- Mr. Brown Resolution 2017-R-__ Establishing Employee Contribution Rate for the Steelton Borough Police Pension Plan

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

- Mr. Wion Approval of Resolution 2017-R-_____ Amending the Steelton Borough Non-Uniform Pension to Provide a Temporary Early Retirement Window Ending December 31, 2017

Mr. Brown

Approval of Settlement and General Release Agreement between Steelton Borough, AFSCME Council 90 and Richard Miller

Mr. Brown

Recommendation to Promote Aaron Curry to Full-Time Property Maintenance Officer at Starting Rate of \$15 per Hour

Mr. Brown

Authorization to Advertise Part-Time Property Maintenance Officer Position

Adjournment:

Steelton Borough Council Meeting Minutes

December 18, 2017

Present:

Jeffrey Wright, President
Michael Segina, President Pro-Tem
Mike Albert
Kelly Kratzer
Ryan Maxwell

Dave Wion, Solicitor
Justin Mendinsky, HRG Engineer
Douglas Brown, Borough Manager
Anthony Minium, Police Chief
Amrinder Singh, Codes Officer
Eugene Vance, Fire Chief
Thommie Leggett-Robinson, Exec. Asst.
Keontay Hodge

Absent With Cause: Brian Proctor, Vice President

Call Meeting to Order:

President Jeffrey Wright called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

President Jeffrey Wright led the body in the Pledge of Allegiance.

Moment of Silence:

Mayor Maria Marcinko led the group in a moment of silence.

Executive Sessions between meetings:

There was no Executive Session held at this time.

Approval of minutes from previous meeting:

After a review of the December 4, 2017 minutes, Mr. Albert moved and Mr. Segina seconded a motion to approve the minutes as presented. The motion was passed by a unanimous vote of Council.

Following the approval of the minutes, Mayor Maria Marcinko made special presentations to persons whose terms on Council expire December 31, 2017.

The first honoree was Ms. Ryan C. Maxwell. Because of her exemplary work on the Water Authority, she was asked to fill the seat vacated when Ms. Marcinko was appointed Mayor of Steelton. Ms. Maxwell easily stepped in the seat and worked diligently to meet the expectations of Council Members. Ms. Maxwell received a certificate of Appreciation which read: "Ms. Maxwell performed her duties as Councilperson with fidelity and integrity Whereas Ms. Maxwell displays an exemplify commitment to the people of Steelton, not only as councilperson but as a Steelton Water Authority Board Member and community leader; Now therefore I, Maria R. Marcinko by the authority invested in me as Mayor of the Borough of Steelton do hereby issue this Certificate of Appreciation to Council Member Ryan C. Maxwell." Ms. Maxwell received a standing ovation from persons in Council Chambers.

The second recognition was to Mr. Michael Albert. Mr. Albert agreed to assume a position on the Council after the person who won the election declined to be seated. Mr. Albert, whose name was next on the vote tally, was asked to step into that seat and he willingly did so. He received a certificate of appreciation and a standing ovation, honoring his years of service to the community. His certificate read: "Whereas Michael Albert, know to everyone as Mr. Mike, has dedicated 17 years of his life to serving as a member of Steelton Borough Council Mr. Albert has been a constant and consistent champion of the Borough, including through its most challenging times and whereas Mr. Albert is a tireless advocate for Steelton and has dedicated many

years and countless hours to Steelton youths sports programs whereas Mr. Alberts long standing dedication to Steelton pride in his community and commitment to the Borough's future can be seen in everything he does. Now therefore, I, Maria R. Marcinko, by the authority invested in me as Mayor of the Borough of Steelton to hereby issue this Certificate of Appreciation to Mr. Mike". Mr. Albert received a standing ovation from persons in Council Chambers.

The final presentation was made to President Jeffrey Wright. Mayor Marcinko began her remarks by emphasizing the fact that even though she or other members of Council might disagree with Mr. Wright, they agreed to disagree and remained on friendly terms. Mr. Wright was always that person who reached out, usually the next day, to talk things out in order to ensure the work of the Borough could go forth without the hindrance of personalities or politics. His certificate read:" Whereas Jeffrey L. Wright was elected to Steelton Borough Council beginning his first term in 1997; Whereas Jeffrey L. Wright has continued to serve on Council for 20 years as of December 31, 2017; Whereas Jeffrey L. Wright served as Council Vice President from 2000-2006 and; Whereas Jeffrey L. Wright served as Council Chairman Pro-Tem from 2008-2010 and; Whereas Jeffrey L. Wright led Steelton Borough Council as Council President from 2010-2017. Whereas he has overseen initiatives that are leading to Steelton's Renaissance including the new Steelton Project, the Adams Street Townhome Project, the Steelton Skate Park, the establishment of forward thinking industries which brought the passage of the Steelton Local Economic Revitalization Tax Assistance Program and the Renaissance Row on North Front Street. Whereas as an officer of Council, Jeffrey L. Wright provided steady leadership and resiliency through some of the Borough's great challenges, including the great recession in a post industrial economy. Whereas Jeffrey L. Wright is more than just a Council Member, he is a proud U.S. Military Veteran, distinguished member of the Improved Benevolent Protective Order of the Elks of the World and Steelton's Cyrene Lodge, a loving father and a dedicated community member. Now therefore, I Maria R. Marcinko Mayor of the Borough of Steelton, proclaim December 19, 2017 Jeffrey L. Wright Day in honor of his contribution to the people of Steelton He gained a lot of experience and wisdom during those years and made an excellent President for his term". Police Chief Anthony Minium spoke on behalf of the Borough Police Department. He stated that the force appreciated the way President Wright interacted with them even when they disagreed. He was always respectful, never micro-managed and always stayed in his lane. The Department will always cherish his guidance, leadership and friendship. As a military person they decided to honor President Wright by presenting him with a framed flag with the inscriptions: "President of Council Jeffrey Wright thank you for your service from 1997 to 2017" and "This flag flew over the Municipal Building during your command and was removed December 7, 2017 (Pearl Harbor Day) by the Steelton Police Department in honor of your service". President Jeffrey L. Wright received a standing ovation by those present in Council Chambers.

President Wright stated that he completed 12 years active duty and 13 years in the Reserves. It was approximately 2 years ago that the Elks appointed him to oversee their Veterans Affairs Committee, where he now supervises Veterans' Affairs of 50 states. Mr. Wright stated that he has talked with persons on the Council and Mr. Brown and determined that the Borough is in a good place. It is important that Council members stay in their own lanes and allow the current leadership stay in place, believe and trust them to do their jobs. He stated that leadership would not be in those positions, and named Mr. Singh, if they were not trusted. Mr. Wright stated that if he discovers that Council is treating staff fairly and with respect, he will notify the residents of the community that they are not being treated respectfully and fairly. He named and discussed his relationship with each Council member that was present, letting them know how much he enjoyed working with them. He emphasized the need to work together in a friendly manner. He thanked Mr. Wion and Chief Vance for their assistance and hard work. He also talked about his relationship with Borough Manager, Doug Brown and how Doug responded to their request to return to the Borough as Borough Manager because at that time, there was no Borough Manger. He asked that Doug Brown remain in his position. Mr. Mike Musser, Ms. Rose Paul and Ms. Terry Carroll were also named as persons who have been very helpful to him during his tenure.

Public Comment of Agenda items only:

Mr. Dennis Heefner, 337 Swatara Street, Steelton, Chair of Planning Commission – The Frank S. Brown Townhouse Project was presented to the Planning Commission for review and action. He stated that a lot of time was spent discussing the water issue. When the project was first envisioned, HRG stated that a sewer line needed to be installed. Mr. Heefner disagreed with that decision and is now disappointed that now that it was installed and paid for, the sewer line will not be used. He expressed concern that HRG made a mistake and now, the Borough has to build another sewer line to service the property. Mr. Heefner stated that when he is sworn in as a Council Member in January, he will definitely look at the relationship with HRG.

Approval of schedule of billing, requisitions, and change orders as presented for: September 2017

Mr. Albert moved and Mr. Kratzer moved that the schedule of billing, requisitions and change orders for September 2017 be approved as presented. The motion carried by a unanimous vote of Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Chief Minium stated that there was a string of burglaries in the area at the Family Dollar Stores in Harrisburg, Swatara and Steelton. The thief would enter the store, hold the knife to the employee and take the money. A task force was immediately created with Swatara Township, with no overtime required and the person has been apprehended. When he robbed the store on Eisenhower Boulevard, he received a trick packet which allowed the Police to track him to his location and make the arrest. Swatara had the bulk of the activity and they will take the arrest, however, it is important to note that the Police Departments worked together to solve the crime. Chief Minium noted again that Steelton Police are conducting Operation Safe Holiday. The project consist of having police on heavy patron, some in unmarked vehicles, located in places that have been identified as high risk areas. The program is being operated without the use of overtime.

NEDC Committee - No report.

Public Works - No report

Codes Department (Written Report)

Mr. Singh supplemented his written report by added that the productivity of the codes office is much higher than it was last year. In the month of October they are at 85% of the budget for the year. At the end of November there was a 7% increase in revenue from all of last year, which means there will be much higher revenue by the end of 2017. People are investing in the Borough and the Department is committed to working with each property owner. \$7.9 million worth of properties were sold in the Borough since the end of November. \$8.5 million worth of construction permits have been issued. This represents a little over \$16 million that has been invested in the Borough, which is a lot higher than it was last year. A detailed report will be presented at the January Council meeting. Mr. Wright requested clarification of the figures Mr. Singh reported. Mr. Singh restated that \$16.4 million dollars of properties sold and construction permits issued up to November 30, 2017. Mr. Wright emphasized the need to keep the current staff in place. He stated that he has seen 4-5 persons in the Codes office and has never seen numbers like this reported during that time. He acknowledged that the position of Codes Officer is a tough job and thanked Mr. Singh for his hard work.

Mayor's Report (Oral Report)

- ✓ The Santa Run on December 16, 2017 – she thanked Chief Vance and Chief Minium. She stated that it was good to get out into the community and looks forward to a better run next year. There was only one complaint and with it a request that the run route be switched every year and notify the community earlier. She thanked Terry Carroll for preparing the gift bags.
- ✓ She and Chief Minium attended the Stake Holders SHSD meeting. Persons in Highspire, Swatara Township and Steelton will work together to handle the issues at the school. Great ideas were placed for consideration and hopefully great action to improve the conditions will follow.
- ✓ The Mayor attended the School Board meeting. Because the School Board meets on the same date as Council, she can only attend one meeting a month. She and Mayor Horner have dedicated their time to attend the meetings and share what they learned with their Councils.
- ✓ The Police Department has been participating in many community events and are coming up with many ideas to engage the community from children to seniors. The Department is doing a great job and are receiving a lot of positive comments from persons both inside and outside the community.
- ✓ In the absence of Ms. Keontay Hodge, the Mayor reported that the Steelton Community Development Foundation Community Dinner was a great success. The Police Department, Natasha Woods, Mike Segina and Doug Brown attended the event. She reported that there were 207 persons who attended the affair. Toys for Tots provided a lot of gifts and those that were not dispersed during the event were made available to persons who needed items to make their family's Christmas better.
- ✓ The Mayor's goal for the Police Department is to have people come to the police for help and not run away from fear. Persons who make bad choices will be dealt with in a police manner, however persons who make good decisions are encouraged to spend time with Police Department staff.
- ✓ The Mayor requested Council consider adding a Jr. Council person. The person who expressed interest in the position is still interested. This is his senior year of High School and he could use the experience since he is interested in a career in politics and government. The Borough of Highspire has a Jr. Councilperson, so they might be helpful in getting the program set up.
- ✓ She stated that Crime Watch listed the arrest of the suspected burglar as a joint effort between the area Police Departments. Solving the burglary and the local homicide are representative of good police work and she commends the Department for their hard work.

President Wright commented on the Police Department. He stated that he has seen four Chiefs in the Borough. This is the first time there has been good rapport with the Police Department. This is a good thing.

Borough Manager's Report (Oral Report)

- He met with the CEO of Firefly Dispensary earlier today when he came in to work on the property. The rebar inspection will be December 19 then work will begin on the foundation and the footers. The Ground Breaking will occur January 6, 2018 at noon. Executives from a national company also met today to discuss their using the front of the FireFly Building.
- Brownfield Stage II Reports have been provided from TRC regarding the property across from Borough Hall. The information has been shared with Chariot Companies and they will hold a teleconference December 19, 2017 to discuss with the Brownfields Developer and the Acquisitions Lender for the Project.
- Mr. Brown, the Dauphin County Library System and the SHSD have met and are discussing different programs and partnerships for next year including using the Marco lift unit with computers, books and other activities to create more structured activities for the children in

the Borough. They will begin taking the unit to the school so that the students can become familiar with it for use in the spring and summer when they are out of school.

Mr. Albert moved and Ms. Maxwell seconded the motion that the Department Reports be accepted as presented. Council passed the motion by a unanimous vote.

Communication:

Steelton-Highspire School District sent a letter requesting that persons attend a meeting scheduled for 6:00 p.m. at the SH High School December 12, 2017. The goal of the meeting is to create a partnership between the community and the SSD.

Capital Region Water sent notification of 2018 Capital Region Water Sewer Rates.

The Cummins Power Systems submitted a Statement of Work Completed and Planned Maintenance Checklist for work completed on the Steelton Firehouse Emergency Generator.

The Pennsylvania Department of Environmental Protection wrote the Borough regarding the Renewal of National Pollutant Discharge Elimination System (NPDES) Permit #PA0009417.

The Dauphin County Conservation District sent a notice that Erosion and Sediment Control Plan Fees Will Be Applied beginning January 1, 2018.

The Dauphin County Election Bureau sent a notification that the Election Wards in the Borough will be consolidated.

The Print Municipal Resident Directory & Map Company sent an offer to provide a 2018 Color Directory and Map for Steelton Borough. Mr. Brown requested authorization to begin dialogue with the company to begin the process, under the condition that the Solicitor approves the legal aspects of the project. Mr. Brown stated that such a map had been used in the past (perhaps in 2006). The process is that the company develops a color map of the Borough, solicits the sponsors whose location will be placed on the map. The map booklet will become a Municipal Directory that all residents will receive. Mr. Albert moved and Ms. Kratzer seconded the motion that Mr. Brown be authorized to pursue the project. The motion passed by a unanimous vote of Council.

Dauphin County Department of Public Safety sent a Notice of New Address Establishment. The new address is 325 Frank S. Brown Boulevard, Steelton, PA 17113

COMCAST sent a notice that Steelton Community Development Foundation is the recipient of a of \$10,000 Digital Literacy Grant. Mr. Brown explained that this award will provide 25 laptop computers and funding for programs that will promote to assist Seniors as they increase digital literacy and learn about cyber security. The program will be housed in the Senior Center. Mayor Marcinko asked if the program is specifically earmarked for use for digital literacy and cyber security. Mr. Brown responded in the affirmative. He also affirmed that the funding may be used for other age groups, if deemed necessary. Mr. Wion stated that the record should clearly state that the grant was awarded to the Foundation, not to the Borough and the Foundation is responsible for its use and distribution. Mr. Wion's statement was reiterated by President Wright.

Mockenhaupt Benefits Group sent a copy of the Borough of Steelton Non-Uniformed Employees' Pension Plan to Council for their information.

Presentation:

Mr. Justin Mendinsky, HRG Engineer presented the Monthly Engineer's Report. He noted that the report is becoming smaller because the projects started at the beginning of the year are being completed. Included in his report, Mr. Mendinsky stated:

1. The Fire house Improvement Project – Cummings, the contractor for this portion of the project, installed a generator annunciator panel December 1, 2017 during a preventive maintenance visit. They also conducted a check of the annunciator panel and reported that it worked well during the service visit.
2. There have been no final instructions provided by the US Department of Labor regarding the withholding of funds from Steele City, the contractor for the Midget Baseball Field Project.
3. The revised Subdivision and Land Development Plan for the Franklin S. Brown Townhome Project was presented to the Steelton Borough Planning Commission and has formally been presented to the Dauphin County Planning Commission and Dauphin County Conservation District. The plan was approved by the Steelton Borough Planning Commission and will be placed before Council at the December 18, 2017 meeting.
4. The Washington Street Sewer Rehabilitation Project has been substantially completed. Some paving work has been completed, however additional paving work is scheduled to occur in the spring when the weather is more conducive.
5. Work continues on the development of the 5-Year Capital Improvements Plan.
6. HRG has begun their work with the Firefly Company as they seek to move forward with the construction of the building.

Mr. Mendinsky requested Council approve Payment #2 to DeTraglia Excavating in the Amount of \$133,529.54 for Washington Street Sewer Rehabilitation Project. This amount does not include any of the uncompleted punch list items or the final pavement work. President Wright asked about continued problems with the generator. Mr. Mendinsky stated that he was informed that the generator did not start as expected, however, he does not have an explanation of the problem. He has discussed the issue with Chief Vance and they are unsure if it is a design issue or operational/maintenance issue. Mr. Segina stated that he was not aware that there was a problem with the generator starting. However, there was a question regarding the wiring and possibility of the cable being incorrectly installed. Mr. Mendinsky has been unable to make a direct contact with Cummins to get an explanation. Chief Vance stated that it did not start up on Wednesday when the check of the system is made. President Wright emphasized the need for the Public Works Department to check and approve the work done on such projects. Mr. Albert moved that Payment #2 be made to DeTraglia Excavating. The motion was seconded by Ms. Kratzer and the motion was passed by a unanimous vote of Council. Ms. Maxwell moved and Mr. Albert seconded the motion to accept the Engineer's Report as presented. The motion passed by a unanimous vote of Council.

Unfinished Business:

Mr. Brown stated that this item has been on the agenda previously and was included in the budget for 2018. He is requesting approval of Appraisal Agreement with Industrial Appraisal Company to conduct an on-site inspection and appraisal of the Borough's buildings, construction sites improvement, fixed and movable equipment. Mr. Brown stated that the appraisal should be conducted for three reasons: 1) for insurance purposes 2) as a depreciation study 3) to provide a computerized record of assets. Mr. Wion stated the amount of the contract is \$ 7,120.00 and this amount covers all the things listed by Mr. Brown. Also listed in the contract is \$300.00 for annual services including updating of property inventory and accounting cost record and \$500.00 for annual updating of insurable values. Mr. Wion has reviewed the contract, noting that this is the same company that completed the previous appraisal. It is Mr. Wion's recommendation that the agreement can be accepted legally. President Wright asked if the additional amounts should be added. Mr.

Segina asked if the Borough was tied to a certain number of years. The conclusion was that those were the cost for maintaining updated services and should not be added to the initial \$7,120.00 being requested now. Ms. Kratzer noted that even if additional cost were created each year for updating the information, the \$7,120.00 is a substantial savings from the original amount budgeted. Mayor Marcinko asked why Ryan Mohn Park was included in the assessment since it is located on the War Veterans Memorial Field. Mr. Brown responded that it has always been on the list of Borough property. Mayor Marcinko determined that it was counted as Borough property since it is located in the gully. Ms. Kratzer moved that the contract for assessment submitted by Industrial Appraisal Company be approved. The motion was seconded by Mr. Albert and passed by a unanimous vote of Council.

Mr. Brown submitted two bids for emergency snow removal. Both companies are called in to remove the snow and deposit it in another location. President Wright suggested that Mr. Brown be authorized to enter into an agreement if emergency snow removal is necessary. Mr. Segina moved and Mr. Albert seconded the motion that Mr. Brown be authorized to contract for emergency snow removal if needed. Ms. Maxwell asked how Mr. Brown would select which company to use. Mr. Brown stated that it depended on need. They've been used under emergency declarations and these were the companies that were available to respond. President Wright noted that the Mayor, in conjunction with Public Works will be the person declaring the snow emergency. The Mayor complimented Mr. Brown for early planning since this will avoid having to search to find contractors to assist. The motion was passed by a unanimous vote of Council. The motion passed by a unanimous vote of Council.

Mr. Segina presented additional information of the Proposed Surveillance Equipment for Skate Park. He was concerned what would happen if the cameras were broken, Comcast stated that they would accept responsibility and replace the cameras if broken. Mr. Segina stated that he would get that in writing if Council decided to move forward with the proposal. The quote presented was for two cameras, internet access and equipment fee to connect the equipment at the park. He did ask Chief Minium if there were any other areas that he felt needed to be covered. Originally, the cameras were to be pointed looking down the alley to catch speeders and the other directly on the Skate Park itself. Chief Minium thought another important point of surveillance would be pointed toward the pavilion and parking spaced to encompass the entire park. Adding the additional cameral will cost about \$40.00 per month. This is not a recommendation from the NEDC, therefore it will be tabled until the second Council meeting of January.

New Business:

Mr. Wion requested approval of Ordinance No. 2017-9 Amending Vehicle and Traffic Code of the Borough Regarding Special Purpose Parking Permits. This Ordinance provides coverage of Special Purpose Parking Permits approved by Resolution in the last six month period. Mr. Albert moved and Ms. Maxwell seconded the motion that the Ordinance be passed. The Ordinance was passed by a unanimous vote of Council.

Mr. Albert had to leave the meeting and President Wright allowed him time to make closing remarks. Mr. Albert thanked everyone for their support, particularly President Wright. He stated that during the 18 years he has been on the Council and on the Personnel Board, he believes that Doug Brown and Chief Minium are the two best persons ever hired by the Borough and he encouraged Council to keep them in place as the Borough changes and grows. He stated that he intends to remain active in the community. He also complimented Mr. Wion for his work. He received another standing ovation as he left Council Chambers.

Mr. Wion stated what was brought for consideration was the standard Subdivision and Land Development Plan. He outlined the procedure for presentation as such: Mr. Singh and Mr. Swanic will present the plan.

There will also be certain waivers that must be approved by Council individually. Following the discussion, the final action will be approval or non-approval of the plan by the passage of a Resolution that has been prepared for that purpose.

Mr. Singh stated that the project had been presented to the Steelton Borough Zoning Hearing Board to request variances. Mr. Singh listed five variances that have been approved by the Zoning Hearing Board.

- 1) ZO Section 120-43.E – Minium Street Frontage 30 feet - eight of the proposed units include street frontages of 20 feet. One of the units includes an approximately 26 foot frontage. Three of the units include the require 30 foot frontage.
- 2) ZO Section 120-43.F. (3) (1) (2) Streetscape Design Standards: Section 2 allows for a build-to-line between 12 and 30 feet from the edge of the street cartway. The plan provides for a build-to line of 9 feet.
- 3) ZO Section 120-43.F. (4) (q) [9] (d) Parking Standards: Table 2 parking standards requires a minimum of 2 spaces (on-street or on-site) for each single family attached dwelling (townhouse). The parking is deficient by 2 parking spaces.
- 4) ZO Section 120-43.F. (2) (b) Neighborhood Street Requirements: ordinance requires minimum cartway width of 32 feet curb to curb. Plan provides for an ultimate cartway width of 18 feet.
- 5) Special Exception Granted: At the Zoning Board Hearing conducted May 18, 2017, the following special exception was granted: ZO Section 120-57 location of parking spaces: Ordinance requires parking spaces to be located on the same lot, and under the ownership as a proposed principal use. Plan proposes off-street and off-site parking One were granted. The project was presented to the Steelton Borough Planning

Mr. Singh listed six waivers that have been approved by the Planning Commission.

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| 1) 99-13 & 99-14 | Relief from preliminary plan requirements | 2017-12-06 |
| 2) 99-14.A.24 | Relief from residential density | 2017-12-06 |
| 3) 99-42 | Relief from sidewalk placement orientation | 2017-12-06 |
| 4) 99-15.D | Relief from improvement guarantee | 2017-12-06 |
| 5) 99-16.K.6 | Relief from sewage planning | 2017-12-06 |
| 6) 99-SWM | Relief from SWM rate and volume control requirements | 2017-12-06 |

Mr. Segina moved that the waivers requested and approved by the Planning Committee be granted. The motion was seconded by Ms. Kratzer. The motion passed by a unanimous vote of Council.

Mr. Wion stated that the Borough has acquired 16 properties under the CDGB program over the past 15 years. These properties are now known as the Franklin S. Brown Boulevard Townhomes. Mr. Swanic explained that the original plan, which was developed back in 2012, called for the townhomes to be built so that the exit to the backyard would be from the second floor. The waste water system was designed and built to support those plans. However, the design plan has changed and the previously built storm system must be removed and replaced with a system that will meet the need of the current plan. Mr. Gary Lenker is the Executive Director of Tri-County Housing. The organization's chief purpose is to develop affordable housing and home ownership in Dauphin County. As a non-profit group, they depend on grants from the County. The 12 homes will be constructed in two phases. Phase I will be completed in 2018 and Phase II will be completed in 2019. The houses will be sold for less than \$100,000.00. The townhomes will be strictly for homeowners. There will be no rental or lease of property. If a family has a minimum credit score of 580, they can still purchase a home under a lease/purchase agreement. The program will allow the family to inhabit the home while they work to achieve the required 620 credit score. During the two year period of time, the family will be required to take and pass a class on home ownership and develop a credit rehabilitation plan with the housing funding source.

Mr. Wion reminded Council that it entered into an agreement October 10, 2016 with

the Redevelopment Authority and Tri-County Housing to develop the project with the Steelton Borough assuming responsibility to re-subdivide the property. In April, 2017, Council also approved an Addendum expanding the parking across to the south side of the street.

Mayor Marcinko asked if there would be a catch basin. Mr. Lenker answered in the affirmative. The Mayor also added that she thought off street parking would be a real selling point to home buyers. Ms. Maxwell asked how many parking spaces were allotted to each unit. Mr. Lenker responded that there will be two parking spaces per unit. She asked about the range of housing cost and the projected time for sale. Mr. Lenker stated that the price would range from \$ 94,000.00 to \$99,000.00. He also stated that the homes in Middletown sold within 90 days from the time it was placed on the market and he is expecting the same response for these homes.

Following discussion, Ms. Maxwell moved and Ms. Kratzer seconded the motion that Resolution 2017-R-44 Subdivision and Land Development for Franklin S. Brown Townhome Redevelopment be approved. The motion passed by a unanimous vote of Council.

The agenda item to approve the Resolution to Fix the Steelton Borough Boat Dock Permit Fee at \$47.00, was tabled until a later meeting.

Mr. Wion presented information in support of the Council approving an amendment to Community Champions Agreement. Community Champions is a group that gathers information on foreclosed properties and ensures that the Borough collects the fees owed by the bank as required by law. This is done at no cost to the Borough. The amendment to the agreement is necessary because the company is now using a different name. Mr. Segina moved and Ms. Kratzer seconded the motion that the agreement be amended. The motion passed by a unanimous vote of Council.

Mr. Singh requested approval to allow Community Champions to use the Codes Logo on correspondence they send out on behalf of the Borough. The letters will only be sent to banks that have foreclosed homes located in Steelton Borough. Council members were concerned about how the integrity of the logo would be maintained. It was determined that the company should send Mr. Wion a copy of the template they plan to use for his approval. Mr. Segina moved that the company be approved to use the logo with the review and approval of a template by Mr. Wion. Ms. Kratzer seconded the motion. A roll call vote was taken: Kratzer – yea; Maxwell – nay; Segina – yea; Wright – yea. The motion was approved with one dissenting vote, which was cast by Ms. Maxwell.

Mr. Brown requested Council's approval to renew the Proposal for Property & Casualty Consulting Brokerage Services. This company handles the Borough's Workers Compensation claims. The Worker's Compensation rate for 2018 is based on their experiences with the Borough. The premium was reduced. Ms. Maxwell moved and Mr. Segina seconded the motion that the Proposal to Renew the Contract with Property and Casualty Consulting Brokerage Services be approved. The motion carried by a unanimous vote of Council

Mr. Brown requested Council approve Resolution 2017-R-45 Establishing Employee Contribution Rate for the Steelton Borough Police Pension Plan. The Police Pension contribution will be 5% of their monthly Compensation. The motion to approve Resolution 2017-R-45 was made by Ms. Kratzer and seconded by Ms. Maxwell. The motion passed by unanimous vote of Council.

Public Comments:

Cheryl Powell, 321 Lebanon Street – Ms. Powell reported that Steelton Pharmacy is trying to sell off all its current stock. They desire to acquire new stock. Residents are encouraged to take advantage of sale prices. Mayor Marcinko stated that she would post the information on social media. Ms. Powell asked about persons putting a driveway in front of a garage. Mr. Segina stated that as long as it was not blocking the sidewalk there

should be no problem. Ms. Powell then asked the status of a traffic study being completed on Pine and Harrisburg Streets. Chief Minium informed her that the Borough has no control over those streets since they are owned and maintained by the Pennsylvania Department of Transportation. PennDot even required Steelton to move signs it had placed on the streets.

Emmuel Powell, Jr. 321 Lebanon Street – Mr. Powell expressed concern about the no stop left turn for traffic turning onto Harrisburg Street from Pine Street. He asked who was responsible for making that decision and could it be changed. He was informed that those streets were owned and maintained by PennDot and the Borough does not have the authority to make any changes. Mr. Brown explained that the Borough has a Memorandum Of Understanding with PennDot regarding snow removal, but other than that, traffic issues on state streets cannot be resolved by the Borough. Mr. Powell expressed his frustration at not being able to see if it is safe to make turns because persons park in the yellow lines areas that would allow clear visibility at the corners. The Mayor reports automobiles parked in yellow lined areas. Perhaps the other citizens should also make reports.

Council Concerns:

Ms. Kratzer congratulated Mr. Wright Mc and HN She encouraged persons to purchase their Christmas trees from the Fire Department.

Ms. Maxwell – thanked Mayor Marcinko, Mr. Brown and everybody for the opportunity to serve the community.

Mr. Singh announced that Wednesday January 3, 2018 at 7:00 p.m. the Codes Hearing Board will review an application of appeal. He thanked Mr. Albert and Ms. Maxwell for their service. He honored President Wright for his years of service and commitment to the Borough. He wished everyone a Happy Holiday. He further stated that it is great working with Council and staff. The goal of the Codes Office is to work toward the goals of the Council.

Chief Vance has no additional comments.

Chief Minium stated that it was nice to hear positive comments about the Department. He also commented on how great it is to work so closely with the Fire Department.

Mr. Wion stated Ms. Maxwell was an excellent example of activity coming into the position on Council. He stated that it was a privilege and an honor to work on the team with President Wright, who proved to be a gentleman even under pressure.

Mr. Brown stated that it was a pleasure to work with Ms. Maxwell. He noted that this was his second time working with President Wright when he was there in 2010 and when he came back in 2015.

Mr. Segina thanked Mr. Albert for his 16 years of work on Council. It was Mr. Albert that he talked to when he first began to think about running for Council and Mr. Albert was very informative and helpful. He stated that when the Council vacancy came up, he immediately thought about Ms. Maxwell and her work on the Water Authority. He thought she would be an asset to the Council and she was.

Mayor Marcinko listed six items:

- a) Kudos to the Volunteer Fire Department for all the work they do as VOLUNTEERS. She recognized that it was not an easy job, but their commitment was worthy of notice.
- b) She plans to provide some sort of recognition to the SHSD Football Team. She will work with Chiefs Vance and Minium to plan a celebration to encourage them.

- c) She remarked that it was great having employees that put safety first.
- d) She congratulated Ms. Maxwell and stated her appreciation that she just jumped in the Council position, asking the right questions and easily fitting into the group.
- e) She stated that there were Leaders and Listeners and it takes both to make things work. She encouraged the new Council to work with the Mayor and build a Team to ensure a better Steelton. There should be no hidden agendas, persons should stay in their lanes and as President Wright stated earlier, communication is the key to keeping things running smoothly.

Executive Session:

The meeting was adjourned in to Executive Session to discuss personnel and legal issues at 8:52 p.m. and called back into session at 9:05 p.m.

Mr. Wion requested approval of Resolution 2017-R-46, amending the Steelton Borough Non-Uniform Pension to Provide a Temporary Early Retirement Window Ending December 31, 2017. Ms. Maxwell moved and Ms. Kratzer seconded the motion approving the Resolution. The motion passed by a unanimous vote of Council.

Mr. Brown requested approval of Settlement and General Release Agreement Between Steelton Borough, AFSCME Council 90 and Richard Miller. Ms. Maxwell moved and Ms. Kratzer seconded the motion that the Agreement be approved. The motion carried by a unanimous vote of Council.

Mr. Brown and President Wright recommended the promotion of Aaron Curry to Full-Time Property Maintenance Officer at Starting Rate of \$15 per hour beginning December 19, 2017. Ms. Maxwell moved and Ms. Kratzer seconded the motion that Mr. Curry be promoted to the full-time position. The motion carried by a unanimous vote of Council.

Mr. Brown requested authorization to advertise part-time Property Maintenance Officer Position. Ms. Maxwell moved and Ms. Kratzer seconded the motion that Mr. Brown be authorized to advertise the vacant position. The motion passed by a unanimous vote of Council.

Adjournment:

Ms. Maxwell moved and Ms. Kratzer seconded the motion that the meeting be adjourned. The December 18, 2017 Borough of Steelton Pennsylvania Council was adjourned at 9:08 p.m. by a unanimous vote of Council.

Respectfully Submitted


Doug Brown, Secretary