

Agenda
Borough of Steelton
Reorganization Meeting
January 2nd, 2018

Oath of Office to the Mayor:

Honorable Maria R. Marcinko – Administered by Hon. Richard A. Lewis,
President Judge of Dauphin County Court of Common
Pleas

Oath of Office to the Council Members:

Honorable Brian Proctor – Administered by

Honorable Dennis Heefner – Administered by Hon. Richard A. Lewis,
President Judge of Dauphin County Court of Common
Pleas

Honorable Natasha Woods – Administered by Hon. Hanif Johnson,
Magisterial Justice District 12-1-05

Honorable William J. Krovic, III – Administered by Hon. Richard A. Lewis,
President Judge of Dauphin County Court of Common
Pleas

MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE: Hon. Maria R. Marcinko

INVOCATION BY: Hon. Maria R. Marcinko, Mayor

MAYOR MARCINKO OPENS THE FLOOR FOR NOMINATIONS FOR PRESIDENT OF COUNCIL.

NOMINATIONS FOR PRESIDENT OF COUNCIL ARE CLOSED BY MAYOR MARCINKO.

MAYOR MARCINKO OPENS THE FLOOR FOR NOMINATIONS FOR VICE PRESIDENT OF COUNCIL.

NOMINATIONS FOR VICE PRESIDENT OF COUNCIL ARE CLOSED BY MAYOR MARCINKO.

MAYOR MARCINKO VACATES THE CHAIR AND TURNS THE MEETING OVER TO THE COUNCIL PRESIDENT.

PRESIDENT OF COUNCIL OPENS THE FLOOR FOR NOMINATIONS FOR CHAIRMAN PRO TEM OF COUNCIL.

Agenda
Borough of Steelton
Reorganization Meeting
January 2nd, 2018

NOMINATIONS FOR CHAIRMAN PRO TEM OF COUNCIL ARE CLOSED BY THE COUNCIL PRESIDENT.

COUNCIL APPOINTS INDIVIDUALS TO THE FOLLOWING POSITIONS:

BOROUGH MANAGER/SECRETARY-TREASURER – Douglas E. Brown

ASSISTANT BOROUGH SECRETARY-TREASURER – Rosemarie L. Paul

SOLICITOR - David A. Wion, Caldwell & Kearns, PC

SOLICITOR FOR POLICE NEGOTIATIONS – Michael M. Miller, Eckert Seamans LLP

SOLICITOR FOR NON-UNIFORM NEGOTIATIONS - Michael M. Miller, Eckert Seamans LLP

BOROUGH ENGINEER - Robert Grubic, President, Herbert, Rowland & Grubic, Inc.

CODE/ZONING/PLANNING OFFICER – Amrinder Singh

FIRE CHIEF – Gene Vance

ASSISTANT FIRE CHIEF – Andrew Mahalchick

BATTALION CHIEF – Nate Martin

EMERGENCY MANAGEMENT COORDINATOR – Josh Sherrid

APPOINTMENT OF COUNCIL COMMITTEE'S BY THE PRESIDENT OF COUNCIL.

FINANCE COMMITTEE

PERSONNEL COMMITTEE

PUBLIC WORKS COMMITTEE

NEIGHBORHOOD AND ECONOMIC DEVELOPMENT COMMITTEE

FIRE, AMBULANCE, AND EMA COMMITTEE

POLICE ISSUES AND NEGOTIATING COMMITTEE

ARCELOR-MITTAL COMMITTEE

FLOOD PLAIN MANAGEMENT AND FLOOD INSURANCE COMMITTEE

OFFICIAL ADOPTION OF ROBERT'S RULES OF ORDER 11TH EDITION.

APPROVAL OF MINUTES FROM PREVIOUS MEETING:

Minutes of December 18, 2017

OTHER BUSINESS:

Agenda
Borough of Steelton
Reorganization Meeting
January 2nd, 2018

Mr. Brown

Discussion of Board Vacancy
Appointments/Reappointments

Mr. Brown

Approval of Agreement and to
Appropriate Funds to Finance Center
for Economic Opportunities Work
Crew

AUDIENCE PARTICIPATION:

COUNCIL'S CONCERNS:

EXECUTIVE SESSION: To discuss personnel issues.

ADJOURNMENT:

**Steelton Pennsylvania Borough Council Meeting
January 2, 2018**

Present:

Dennis Heefner
Keontay Hodge
William Krovic
Kelly Kratzer
Brian Proctor
Michael Segina
Natashia Woods

Maria Marcinko
David Wion
Anthony Minium
Amrinder Singh
Eugene Vance
Thommie Leggett-Robinson

Absent with cause: Douglas Brown

The Steelton Pennsylvania Borough Council Meeting began at 6:45 p.m. with the installation of the new Mayor and Council Members.

Oath of Office to the Mayor:

The Honorable Richard A. Lewis, President Judge of Dauphin County Court of Common Pleas administered the Oath of Office to Maria R. Marcinko.

Oath of Office to the Council Members:

The Honorable Maria L. Marcinko called newly elected Council Members to take the Oath of Office:

The Honorable Richard A. Lewis, President Judge of Dauphin County Court of Common Pleas, Administered the Oath of Office to Brian Proctor

The Honorable Richard A. Lewis, President Judge of Dauphin County Court of Common Pleas, administered the Oath of Office to Dennis Heefner.

The Honorable Hanif Johnson, Magisterial Justice District 12-1-05, administered the Oath of Office to Natashia Woods.

The Honorable Richard A. Lewis, President Judge of Dauphin County Court of Common Pleas, administered the Oath of Office to William J. Krovic, III

Meeting Call to Order:

Following the newly elected Mayor and Council members taking the oath of office, the Honorable Maria R. Marcinko called the meeting to order and led the body in reciting the **Pledge of Allegiance**.

Moment of Silence:

Mayor Maria R. Marcinko led the body in a moment of reflection.

Nomination of Council Officers:

Mayor Marcinko opened the floor for Nominations for President of Council.

Ms. Hodge nominated Mr. Proctor for the office of President of Council. Ms. Kratzer nominated Mr. Heefner for the office of President of Council. There were no other nomination and the Mayor closed the nominations. Ms. Hodge moved and Mr. Segina seconded the motion. A roll call vote was made for Mr. Brian Proctor as President as follows:

Natashia Woods - aye	Keontay Hodge - aye	Michael Segina - aye
Brian Proctor – aye	Kelly Kratzer - nay	Dennis Heefner – nay
William Krovic - aye		

Mr. Brian Proctor was elected President of Council by a majority vote.

Mayor Marcinko opened the floor for Nominations for Vice President of Council.

Ms. Hodge nominated Mr. Segina for the office of Vice President of Council. There were no other nominations therefore the Mayor closed nominations. A roll call vote was made for Mr. Mike Segina as Vice President as follows:

Natashia Woods - aye	Keontay Hodge - aye	Michael Segina - aye
William Krovic – aye	Kelly Kratzer - aye	Dennis Heefner – nay
Brian Proctor – aye		

Mr. Michael Segina was elected Vice President of Council by a majority.

Mayor Marcinko turned the gavel over to the newly elected Council President Mr. Proctor.

President Proctor opened the floor for nominations of President Pro Tem. Mr. Krovic nominated Ms. Hodge for the position of President Pro Tem of the Council. There were no other nomination, therefore President Proctor closed the nominations. A roll call vote was made for Ms. Keontay Hodge as President Pro Tem as follows:

Natashia Woods - aye	Keontay Hodge - aye	Michael Segina - aye
Kelly Kratzer - nay	William Krovic – aye	Dennis Heefner – nay
Brian Proctor – aye		

Ms. Hodge was elected President Pro Tem by a majority vote of Council.

President Proctor moved to appoint individuals to the following positions:

Mr. Segina moved and Ms. Woods seconded the motion that Douglas Brown be appointed Borough Manager/Secretary-Treasurer. **Mr. Brown was appointed Borough Manager/Secretary-Treasurer by a unanimous vote of Council.**

Ms. Woods moved and Ms. Kratzer seconded the motion that Rosemarie Paul be appointed Assistant Borough Secretary-Treasurer. **Ms. Paul was appointed Assistant Borough Secretary/Treasurer by a unanimous vote of Council.**

Ms. Hodge moved and Ms. Kratzer seconded the motion that David A. Wion, of Caldwell & Kearns, PC be appointed Solicitor. **Mr. Wion was appointed Solicitor by a unanimous vote of Council.**

Ms. Kratzer moved and Ms. Hodge seconded the motion that Michael M. Miller of Eckert Seamans LLP be appointed Solicitor for Police Negotiations. **Mr. Miller was appointed Solicitor for Police Negotiations by a unanimous vote of Council.**

Ms. Kratzer moved and Ms. Hodge seconded the motion Michael M. Miller of Eckert Seamans LLP be appointed Solicitor for Non-Uniform Negotiations. **Mr. Miller was appointed Solicitor for Non-Uniform Negotiations by a unanimous vote of Council.**

Ms. Kratzer moved and Ms. Hodge seconded the motion that Robert Grubic, President, of Herbert, Rowland & Grubic, Inc. be appointed Borough Engineer. **HRG was appointed Borough Engineer by a unanimous vote of Council.**

Mr. Segina moved and Ms. Woods seconded the motion that Amrinder Singh be appointed Code/Zoning/Planning Officer. **Mr. Singh was appointed Code/Zoning/Planning Officer by a unanimous vote of Council.**

Ms. Kratzer moved and Ms. Woods seconded that Gene Vance be appointed Fire Chief. **Mr. Vance was appointed Fire Chief by a unanimous vote of Council.**

Mr. Segina moved and Ms. Hodge seconded the motion that Andrew Mahalchick be appointed Assistant Fire Chief. **Mr. Mahalchick was appointed Assistant Fire Chief by a unanimous vote of Council.**

Ms. Kratzer moved and Ms. Hodge seconded the motion that Nate Martin be appointed Battalion Chief. **Mr. Martin was appointed Battalion Chief by a unanimous vote of Council.**

Ms. Hodge moved and Ms. Kratzer seconded the motion that Josh Sherrid be appointed Emergency Management Coordinator. **Mr. Sherrid was appointed Emergency Management Coordinator by a unanimous vote of Council.**

Appointment of Council Committee Members:

President Proctor tabled appointments of Council Committees until the January 16, 2018 Council Meeting.

Official Adoption Of Robert's Rules Of Order 11th Edition.

Mr. Segina moved and Ms. Hodge seconded the motion that Robert's Rules of Order 11th Edition become the official parliamentary procedure used by the Council. *The motion passed by a unanimous vote of Council.*

Approval of Minutes from Previous Meeting:

Ms. Kratzer moved and Ms. Hodge seconded the motion that the Minutes of December 18, 2017 be accepted with corrections to be provided by Ms. Woods. The motion carried by a unanimous vote of Council.

OTHER BUSINESS:

In Mr. Brown’s absence, and in consultation with Mr. Wion, President Proctor determined that no action be taken on Committee/Board appointments at this meeting. Council Committee appointments will be announced at the January 16, 2018 meeting. The Water Authority, Planning Commission and Codes Hearing Board Members whose terms expired December 31, 2017 will continue to serve on those Boards until new appointments are made. Board appointments will be discussed at the next Council meeting.

In Mr. Brown’s absence, after discussion among Council members and Mr. Wion, Mr. Segina moved and Ms. Hodge seconded the motion that Council approve an amendment to the Memorandum Of Understanding (MOU) with the Center for Economic Opportunities Work Crew allotting \$1,060.00 per week. Approval is granted contingent upon CEO’s acceptance of the amended MOU. The CEO crew will continue working until the next Council Meeting when Mr. Brown will be in attendance to explain this request. The motion passed by a unanimous vote of Council.

AUDIENCE PARTICIPATION:

Mr. Jeffrey Wright, 119 South Fourth Street – Mr. Wright congratulated the New Council as organized during this meeting. He reminded the group to stay focused on the prescribed goals.

COUNCIL’S CONCERNS:

Ms. Kratzer extended congratulations to the new Council Members and Officers, She emphasized that Council is one body committed to the betterment of Steelton.

Mr. Krovic congratulated his fellow Council members on their new positions and appointments. He also thanked the voters for their support.

Mr. Heefner congratulated his colleagues on their new appointments and positions. He stated that he was looking forward to a good productive year.

Ms. Woods thanked the community for coming out to the meeting and encouraged them to keep attending the meetings.

Mayor Marcinko:

- a. Congratulated Council and stated that she was looking forward to having a good relationship with the members.
- b. She stated that the Council is the steward of the taxpayer’s money.
- c. She stated that the Police Department is working hard to establish and maintain a good relationship with persons in the community.

Ms. Hodge thanked persons for coming out to the meeting and encouraged members of the community to participate in the meeting and provide feedback on the thoughts and decisions made by Council. She welcomed the new Council members and stated that she looked forward to them working well together. She stated that while they were all human beings but Council members are held to a higher standard. Finally, she thanked the community for attending the Annual Steelton Community Development Foundation Christmas Dinner. She thanked the members of the Foundation and the Police and Fire Departments for their assistance.

Mr. Segina congratulated the new members of the Council, noting that the diversity of the group should create an environment for a successful Council. He stated that he would do his best in his new position as Vice President. The website is in the process of transitions just as the Borough is making changes. He hopes to have the website updated by the next Council meeting.

Mr. Proctor thanked persons for coming to the meeting. He thanked his colleagues, family and friends for their support as he does his best to lead the Borough in upward motion.

EXECUTIVE SESSION:

There was no executive session during this meeting.

ADJOURNMENT:

Ms. Kratzer moved and Ms. Hodge seconded the motion that the meeting be adjourned at 7:10p.m. The motion was passed by a unanimous vote of Council.

Respectfully yours,

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

Doug Brown, Secretary

Steelton Borough Council Agenda

January 29, 2019

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting: December 18, 2017; January 2, 2018 Meetings

Public Comment of Agenda items only:

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

Approval of Department Reports:

Fire Department and Ambulance 2017 Annual Report – Written
Codes Department 2017 Annual Report – Written/Presentation
Police Department 2017 Annual Report – Written/Presentation)
NEDC Committee (Oral Report)
Public Works (Written and Oral Report)
Mayor’s Report (Oral Report)
Borough Manager’s Report (Oral Report)

Presentation:

Barbara Barksdale

Black History Month

Ms. Mary Slade, 2750 S. Third Street

Street Sweeper Issue

Communication:

Pennsylvania Department of Transportation

Information RE Local Technical Assistance Program and Quarterly Newsletter

Pennsylvania Department of Labor and Industry

2018 Bid/Quote Thresholds

Dauphin County Office of Tax Claim Bureau

Notification of 30-day Interest Free Grace Period for Returned 2017 Real Property Taxes

Dauphin County Conservation District

Review of Adams Street (Frank S. Brown Blvd. Townhome Redevelopment) and Required Revisions from County

US Department of Labor	Request to Transfer Funds Withheld from Steele City Contracting for Back Wages Related to Midget Baseball Field Project
Herbert, Rowland, and Grubic, Inc.	Preliminary/Final Subdivision Plan for Deniz Ak, 550 North Front Street
Dauphin County Bureau of Registration and Elections	Update of Elected Municipal Officials and School Directors
Islamic Society of Greater Harrisburg	Thank You Card
PA Municipal League	Capital Conference Registration Form for 01/23/2018
Dauphin County	Invitation to Biennial Local Government Forum for Elected Officials scheduled for 02/06/2018
Ryan Maxwell	Interest in Codes Appeal or Planning Commission Position
Dauphin/Lebanon Counties Borough Association	Dinner Meeting January 23, 2018
Unfinished Business:	
Mr. Proctor	Appointment of Council Committees
Mr. Brown	Approval of Resolution 2018-R __ Appointing Steven Shaver as Vacancy Board Chairman
Mr. Brown	Approval of Resolution 2018-R- __ Authorizing participation in the PA State Association of Borough Junior Council Person Program
Mayor Marcinko	Swearing in of Nick Neidlinger as Jr. Council Person, Steelton Borough

Mr. Brown	Discussion on Re-Appointing or Appointing Members to Fill Expired Terms on Water Authority, Planning Commission, Zoning Hearing Board
Mr. Brown	Approval of Extension to MOU Agreement with Center for Employment Opportunity through April 30, 2018
Mr. Brown	Update on Traffic Signal Issue at Front and Locust Streets and Approval to Purchase New Camera Card at Stop Light
New Business:	
Mr. Brown	Approval of Engagement Letter and Agreement with Caldwell & Kearns for Legal Services as Borough Solicitor
Mr. Brown	Approval of 2018 Committee Calendar for Advertisement
Mr. Brown	Approval to Upgrade Fire Department Kitchen for the Sum of \$7,272.93
Mr. Brown	Appointment of Selection Process Body for Purposes of Reviewing Investment Services Proposals for Steelton Police Pension and Non-Uniform Pension Plans
Mr. Brown	Authorization to Release Request for Proposals for Investment Services for Steelton Police and Non-Uniform Pension Plans Upon Satisfactory Review by Borough Solicitor
Mr. Wion	Approval of Resolution 2018-R-__ removing the Special Purpose Parking Permit at 126 S. 2 nd Street.
Mr. Brown	Authorization to Release Request for Proposals for Auditing Services upon Satisfactory Review by Borough Solicitor
Mr. Brown	Discussion on Entering 548 North Third Street into the Dauphin County Land Bank

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Other Business:

Mr. Brown

Approval to Internally Post and
Advertise Water Laborer Position

Adjournment:

**Steelton Pennsylvania Borough Council Meeting
January 29, 2018**

Present:

Brian Proctor, President
Michael Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
Kelly Kratzer
William Krovic
Natasha Woods

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

There were no absences from this meeting.

The Steelton Pennsylvania Borough Council Meeting was called to order by President Brian Proctor at 6:30p.m. The call to order was followed by the Pledge of Allegiance.

Mayor Maria Marcinko let the group in a moment of silent reflection.

President Proctor changed the order of the agenda to make changes in the composition of the Council. He called for Mr. Brown to introduce the new action. Mr. Brown stated that the Pennsylvania State Boroughs Association sponsors Junior Council Person Program to encourage young persons in the community to become involved with the work of local governments and add their viewpoint on items that must be addressed by Borough Councils. There are specific guidelines outlined by the Association which include the fact that the Junior Council Persons can and should attend and participate in Council meetings and activities, however they cannot vote or attend Executive Council Sessions. The Junior Council Person must be a resident of the Borough, in high school or college, serve during their school year and receive no compensation. After review of their request to serve, they must be willing to take the Junior Council Person Pledge and carry out their duties as assigned. Mr. Brown requested approval of Resolution 2018-R-1, Authorizing Participation in the Pennsylvania State Association of Borough Junior Council Person Program. Ms. Hodge moved that Resolution 2018-R-1 be passes as presented. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of Council. Ms. Kratzer moved that Council appoint Mr. Neidlinger as the very first Junior Council Person. The motion was seconded by Ms. Hodge and passed by a unanimous vote of Council. Mayor Maria R. Marcinko led Mr. Neidlinger in the Junior Council Person Pledge after which Mr. Neidlinger received a standing ovation and was led to his Council seat. Mr. Neidlinger read a prepared speech thanking those persons who made the opportunity to participate on Council a reality. He informed the body about his family's Steelton journey beginning with his great-great grandfather moving from Croatia to Steelton, seeking work and a new life in America to his appointment at the first Junior Council Person in the Borough. Mr. Neidlinger is a proud resident of Steelton and looks forward to adding his youthful voice to making Steelton a better place to live.

Approval of Department Reports:

Fire Department and Ambulance submitted a written 2017 Annual Report.

Codes Department 2017 Annual Report was written and highlights presentation by Codes Officer Amrinder Singh. Mr. Singh, who is one of thirteen American Association of Code Enforcement Master Codes Enforcement Professionals in the country, the only one in Pennsylvania. He is bringing innovative

ideas to the Borough’s Code Enforcement Department. This can be seen in the highlights of the extensive 2017 Annual Report, which Mr. Singh presented during the Council meeting. One of the primary accomplishments was updating the reporting and recordkeeping system of the Department by introducing new technology in the notation, documentation of data and recordkeeping of the Department’s work. The Department has increased interaction with the community by making Information more available to the public by the use of handbills, posting information on new bulletin boards, Building Safety Month celebration and workshop and involvement with various Borough events. There has been an increase in the issuance of building permits, landlord-tenants inspections, and street-by-street visits made in the Borough to ensure compliance with Borough codes. Compliance with codes has increased, as has the response time of the Department. The Department has been working with the NEDC Committee and Mr. Wion to move from outdated 2000 International Property Maintenance Codes and other local Ordinances to the 2018 International Property Maintenance Codes, and new Ordinances and other local codes, included updating the fee schedule. The Department works with property owners to assist and encourage them to bring their properties into compliance with the existing codes. The extensive report includes a breakdown of work completed by the Department in 2017 including statistics and maps. The 2017 Annual Report stated that there was a 8.94% increase in revenue as compared with 2016, the use of 95.34% of the budget and a savings to the Borough of \$13,817.17. Also included in the report were goals for 2018 and 2020.

Police Department submitted a written 2017 Annual Report with highlights presented by Police Chief Anthony Minium. Chief Minium stated that the final report for the end of the year showed that the Department came in under budget again – using 96% of the budget and a low of \$ 17,342.00 in overtime. The Department handled 12,332 calls and conducted 9,892 investigations.

Chief asked Council to advise him how to proceed with selecting two towing companies to use during 2018. His research shows the following:

	Towing	Per Mile	Storage
Mars	\$ 175.00		
	\$ 250.00 -weekends & holidays		\$ 40.00
Dailey’ Gulf	\$ 185.00	\$ 3.00 round trip	\$ 35.00
H&S	\$ 295.00		\$ 50.00
C&S	\$ 225. 00 - flat fee for accident		
	\$ 200.00 - impound		\$ 50.00

Chief recommends Mars and Dailey’s Gulf since they offer the least expensive services. Mr. Wion stated that the request be taken under advisement since there is an Ordinance that names the towing companies to be used by the Borough. If the recommended companies are not listed in the Ordinance it must be an amendment to add a new or remove the recorded company. He will research the issue and present the appropriate action, if necessary.

The Department needs a secure area to house Search Warrants and vehicles. There had been an agreement between the Department and Mars to use their building to store search warrants and automobiles. The agreement was made because the Department understood that Mars provided a secure area inside the building. However, after learning that the area is open to the public, that arrangement ended. Currently, The Department is temporarily using Swatara Township as they continue to look for a local area to use. Mayor Marcinko stated that she and the Chief had discussed

the issue and she asked that the NEDC Committee investigate the possibility of using the garage located behind the old Wallace Funeral Home which is located on the corner of Second Street and Frank Brown Boulevard. The building need some repair, however, members of the Police Force volunteered to make the repairs on their own time. Since the property was purchased with CDBG money. Mr. Brown informed her that as long as the money is used for a public purpose those funds could be used to complete the project. The Borough could tear down the funeral home building, leave the garage for use by the Police Department, secure the back parking lot with gates and use the rest of the area as a public parking lot. President Proctor stated that the matter would be referred to the NEDC Committee for their review and recommendation

Public Works – a written report was made and supplemented by Department Chair, Mr. Heffner. Mr. Heefner met with staff and shared some of their upcoming plans. Some of the things they discussed were:

- Experiment with pre-treating streets where snow removal is difficult and if successful, use pre-treating to provide a more efficient use of allocated funds.
- Pull and replace the evergreens by the Steelton sign and repair the light sign.
- Replace tan mulch with black mulch.
- Use professional tree cutters to avoid further staff injuries and ensure their safety.
- Replace/ repair hazardous trucks and develop a protective maintenance plan for the trucks.
- Power wash Swatara Street walls.
- Brainstorm ways to cover the workload during times when the Department is understaffed.
- Use liquid tar to patch spider lines on Swatara Street.
- Strategically place speed bumps in the areas where they would be most useful.
- Paint curbs in front of fire hydrants.
- Arrange to make necessary street repairs.

Mayor's Report – Mayor Marcinko made the following points:

1. Mayor Marcinko Proclaimed Sunday, January 28, 2018 Steelton-Highspire School District 2017-2018 District Three Champion Day. Detective Shaub and Officer Webster attended the Football Banquet and Officer Webster gave a motivational speech on How to be Successful in the Future.
2. Ms. Marcinko is going to follow-up on information regarding the approval of new street sweeper regulations for the East End and plans to request an update on that issue.
3. There have been multiple complaints and street studies conducted on Third and Jefferson Streets where speeding makes the area dangerous for pedestrians and drivers. The Mayor's research finds the only legal way to encourage people to follow the speed limit in that area is to paint **Slow Down** on the street. She is asked President Proctor to send the request a committee for review and recommendation. Ms. Hodge asked if such an action required a motion. Mr. Wion stated that Council should vote on it, however, PennDot should be consulted to ensure that the proper signage is used. Mr. Heffner moved and Ms. Kratzer seconded the motion that **SLOW DOWN** be painted on Third and Jefferson Street following consultation with PennDot. The motion carried by a unanimous vote of Council.
4. The Salvation Army is sponsoring the PRIDE after school program at the Steelton-Highspire High School Wednesdays and Thursdays from 3:15-4:15 p.m. A meal is served at the program. The Mayor asked that persons contact people in the community and encourage as many children as possible to attend the program.

5. The Mayor asked Mr. Brown to discuss the new lights on the Turnpike Building with the Turnpike Commission. She has received complaints saying that the lights are a problem in the East End because they shine into the dark neighborhood.
6. The Mayor asked if Council would consider naming something in the community for Joseph A. Wiedeman. She stated that he was instrumental in so many ways in building up Steelton, that he should be honored in some way. She recommended re-naming the area from Front Street to Third Street in an area called Strawberry Alley. The location will have no impact on the area because there are no residences in that specific area which would cause a change in address. Ms. Hodge moved and Mr. Segina seconded the motion that Mr. Wion be directed to prepare a Resolution to rename that portion of River Alley to Joseph A. Wiedeman Way. The motion passed by a unanimous vote of Council.
7. The Steelton Police Department is the first law enforcement agency to make an arrest under Pennsylvania's new dog law named the Libre's Law. The Mayor had received a lot of feedback from places from as far Scotland and California. The Department has been offered equipment from an organization named "One Dog at a Time" to provide kennels and other items needed to accommodate the law.
8. The Mayor asked if anyone had information regarding a church located on Second and Lincoln Streets that was lost by fire several years ago. It is believed that the church housed a historic bell. Someone believes the bell is stored at the Borough and would it to be located.
9. Mr. Brown and the Mayor participated in a conference call with persons in Washington, D.C. regarding the Front & Main Program. The Mayor will participate with other mayors across the country where the emphasis is on pushing the federal government to provide monies to ensure the towns are kept up. The organization is targeting medium and small towns only. Mr. Brown will have to travel to Washington in April to participate in a conference. The Mayor is asking that Council approve and support this necessary trip.

The Borough Manager's Report:

- a) Mr. Brown is planning to advertise the vacant part-time Property Maintenance Officer position.
- b) He is working with the Capital Regional Economic Development Corporation to renew the Keystone Opportunity Zone project.
- c) Movement is being made on the fundraising effort for the Hygienic School Project. Someone has made a \$5,000.00 donation to the cause.
- d) He will talk with a PennDot Engineer and get clarification on the colors of the lines and where they are to be used.
- e) The financial picture for going into January 1, 2018 shows the General Fund contains a \$ 1.74 million fund balance; the Water Fund has \$ 2.8 million and the Sewer Fund has \$3.816 million.

Public Comments on Agenda Items only.

There were no comments on agenda items.

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

Mr. Segina moved that the billing and requisitions report be accepted as presented. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Approval of minutes from previous meeting:

Mayor Marcinko requested that statement “c” in her final comments recorded in the December 18, 2018 minutes be deleted. Ms. Hodge moved that the minutes from the December 18, 2017 and January 2, 2018 meetings be approved with the noted corrections. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.

Presentations:

Ms. Mary Slade, 2750 S. Third Street – Ms. Slade requested verification that the No Parking restriction will be enforced starting April 1, 2018. Ms. Slade requested that Council place a **No Parking at Any Time** sign on the north side of South Second Alley between Baldwin and F Streets. Parking on both sides of the alley causes problems for persons on Second Street to get mail since their mail boxes which are located in the Alley. Other problems caused by persons parking on both sides of the alley include difficulty for ambulances, police cars, garbage trucks and the general public to drive in the alley. Additionally, persons with garages are often unable to back their automobiles out of their garages. Ms. Victoria Supan, 2604 South Fourth Street, stated that at one time, parking for street sweeping alternated weeks so that there were few problems for persons to find parking on Street Sweeping Day. Mr. Wion outlined the procedure for implementing Ms. Slade’s request, which included a police conducted street study and the preparation and passage of an ordinance. Ms. Hodge, Chair of the NEDC Committee stated that the Committee would coordinate the procedures by meeting with her and collect all the information, request the Police Department conduct a street study, negotiate an agreement that will be beneficial to all parties and bring the recommendation to Council for action. Mr. Heffner, Public Works Committee Chair recapped the discussion explaining that the resolution of the issue would not be completed immediately, but would occur as quickly as following the procedure will allow. President Proctor added the Public Works Chair to the committee for resolution. Mayor Marcinko stated that the issue of no parking areas was discussed and agreed last year, however, no ordinance was passed at that time. President Proctor indicated that the April 1, 2018 start date for street sweeping has not been confirmed at this time.

Barbara Barksdale, Three South Second Street, made a slide presentation on Black History in Steelton. Steelton was a budding little town that attracted a variety of persons, many of whom were colored. The colored children were not able to attend the white school, therefore they were left with no place to learn. Seeing the problem, Monumental African Methodist Episcopal Church on the corner of Second and Adams Street lent their building to house the first classes for colored parents and children. The curriculum was very basic. Steelton began to understand that there was a greater need for a education for all its citizens and the Hygienic School for Color Children was developed about 1872. The school was located in various places, including in the Elks building until the final school building was located on the corner of Adams and Bailey Streets. Ms. Barksdale showed pictures of persons who helped develop and attended the school. She noted that there were many graduates of the school who have gone forth to make great achievements and make a difference in the world. Eventually the school was relocated to the corner of Second and Walnut. Right now, alumni, philanthropist and persons interested in supporting Black History are donating money to place a plaque on the grounds of the original school, which now houses a basketball court for children in the area. It is important that the achievements of Blacks in Steelton be preserved so that persons now and in the future can understand the town and its people. Ms. Barksdale is interested in preserving information about the history of all of Steelton, with a particular interest in preserving information about the achievements of its Black residents. Ms. Barksdale is planning to share this important information in and outside of the Steelton community in as many venues as she can.

Communication:

The Pennsylvania Department of Transportation wrote to provide information regarding the Local Technical Assistance Program. The Quarterly Newsletter was included in the packet.

The Pennsylvania Department of Labor and Industry wrote to provide thresholds for 2018 Bid/Quotes.

Dauphin County Office of Tax Claim Bureau notified the Borough about the 30-day Interest Free Grace Period for Returned 2017 Real Property Taxes.

The Dauphin County Conservation District sent their review of the Adams Street (Frank S. Brown Blvd. Townhome Redevelopment) and included the revisions required by the County.

The U.S. Department of Labor instructed the Borough to transfer funds withheld from Steele City Contracting for back wages related to Midget Baseball Field Project.

Herbert, Rowland, and Grubic, Inc. submitted their Preliminary/Final Subdivision Plan for Deniz Ak, 550 North Front Street.

The Dauphin County Bureau of Registration and Elections requested an update of Elected Municipal Officials and School Directors.

The Islamic Society of Greater Harrisburg sent a Thank You Card for the support Steelton has provided.

The PA Municipal League sent Registration Forms for their January 23, 2018 meeting.

Dauphin County sent an invitation to their Biennial Local Government Forum for Elected Officials which is scheduled for February 6, 2018.

Ms. Ryan Maxwell sent a letter indicating her interest in serving on the Codes Appeal or Planning Commission.

The Dauphin/Lebanon Counties Borough Association sent an announcement regarding a Dinner Meeting scheduled for January 23, 2018.

Mr. Heffner asked if the persons on the Planning Commission will stay on the Commission. He indicated that a timely response is needed on some outstanding projects. Mr. Wion explained that the Planning Commission is one of the Boards where members remain on the Board until their successors are appointed. Mr. Heffner stated that someone sent out letters inviting interested persons to apply to fill Board vacancies. He is concerned that persons appointed to the Planning Commission should have expertise in some area related to planning since their decision have legal implication. Ms. Hodge stated that information regarding Board vacancies was published to give persons in the community the opportunity to apply for Board positions, in the name of transparency of the work of Council. President Proctor stated that if persons who are uniquely qualified for the Board positions do not apply, Council is obligated to accept the persons who do show interest in serving. President Proctor stated that persons on the Planning Commission will continue to serve. Ms. Hodge asked if term limits will be placed on Board membership. President Proctor stated that the issue would be turned over to the NEDC Committee. Mr. Krovic moved and Ms. Kratzer seconded the motion to keep the constitution of the Planning Commission as it is. The motion passed by a majority of votes, with Ms. Hodge abstaining. Mr. Wion clarified that the reappointments will be the staggered terms.

The President reviewed the Steelton Borough Committee Chairs:

- ✓ The Neighborhood and Economic Development Committee is chaired by Ms. Keontay Hodge
- ✓ The Negotiation Committee is chaired by Ms. Kelly Kratzer
- ✓ The Personnel Committee is chaired by Ms. Keontay Hodge
- ✓ The Finance Committee is chaired by Mr. Michael Segina
- ✓ The Public Works Committee is chaired by Mr. Dennis Heffner
- ✓ The Recreation, Parks & Events Committee is chaired by Ms. Natashia Woods,
- ✓ The Fire, Ambulance and Emergency Management Agent Committee is chaired by Mr. Willian Krovic
- ✓ The Police Commission is chaired by Mayor Maria R. Marcinko

Mr. Brown stated that in accordance with the Borough Codes, Council must appoint a person to serve as Chair of a Vacancy Board, which will only be called if Council is unable to fill a vacancy on the Council within a 30 day period. The Vacancy Board Chair would chair the meeting if there is a need for a Vacancy Board meeting. Mr. Brown requested that Council approve the passage of Resolution 2018-R-2, which appoints Mr. Steven Shaver as Vacancy Board Chair. Ms. Kratzer moved and Mr. Segina seconded the motion that the Resolution be passed. The motion passed by a unanimous vote of Council.

Mr. Brown stated that he had wanted Council to be aware that there is a need to re-appoint or appoint persons to the Commissions/Boards in the Borough. The reappointment of members of the Planning Commission was completed earlier in the meeting. He stated that the Zoning Hearing Board must be assigned by Resolution, however, the Water Authority assignments can be done by a vote of Council. President Proctor named persons to serve on the Water Commission: Mr. Alan Ausman, term ending December 31, 2019. Thomas Acri was for one term, is being replaced by Brian Proctor with the term ending December 31, 2018. Ms. Hodge moved and Mr. Heffner seconded the motion that the appointments to the Steelton Water Authority be set as recommended. The motion passed by a unanimous vote of Council. Persons named for the Zoning Hearing Board will be named via Resolution at a later date.

Mr. Brown discussed the work that has been done by the Center for Employment Opportunity group. There have been positive reports on their work from citizens and the Public Works Department. They have been especially helpful to the Public Works Department since they have been able to handle issues that were backlogged. They have presented themselves as a versatile work crew, which makes them even more valuable to the Borough. Another positive about the program is that there is a supervisor working with them to provide guidance and answer questions as needed. This frees Public Works personnel can concentrate on that they are doing without having to stop and answer questions or give direction. At this point the Borough is paying \$ 1,060 per week, which is what was paid in January. Mr. Brown is asking that the Memorandum of Understanding be extended to the end of April 2018 unless either party gives a 30 day notice to terminate the agreement. Ms. Hodge asked if this group might be the answer to Mr. Heffner's notation that the Public Works crew is over extended. She asked if something needed to be added to the MOU or would that need another contract. Mr. Brown stated that this would be for continued services and if there were areas that need daily service that could be worked out with CEO. Mr. Heffner asked since we are short-handed during summer months when staff take vacations, could they be coupled up with staff to get things done. Mr. Brown stated that if the services were continued after April that would be something would be addressed at that time. Ms. Kratzer asked about workers from the ResCare Program. Mr. Brown explained that those workers are helpful, particularly if they can work independently. The person assigned to the Codes Department worked out well. Ms. Kratzer stated that we were paying the crew from the Center of Employment Opportunity on a

monthly basis. She asked if we were now going to pay them on a quarterly basis, and if there was a way that the program could continue without the Council having to continuously vote on the same issue. Mr. Brown stated that some of the issues have been the Borough being able to evaluate the program and the benefits for the Borough. The second issue is finding funds to pay for the program since it was not a budgeted item. To keep the program for a year would cost approximately \$52, 000.00. The solicitor is being consulted to determine if the Borough can make long term use of the program without having to place the services out to bid. Ms. Hodge asked if the agreement could be done every to six months or quarterly. Mr. Brown responded his request for approval is for services until the end of April, at which point the Finance Committee will look at the quarterly report and be able to advise whether or not the service can continue. Mr. Heffner asked how many persons are on the team. [At this point Mr. Neidlinger had to leave the meeting.] Ms. Kia L. Hansard Director of the program stated that the original group size was five, however that number has increased to seven because of the increased demand from persons who want to participate in the program. The number of workers was increased without additional cost to the Borough. As an example of how well the program has been received in the community, Ms. Hansard told the Council about a cab driver who stopped and asked what the group was doing and why. After they explained that this program is a bridge between incarceration and re-entry into the working world, he left and returned with coffee for each member of the crew. This incident was very encouraging to the group. Mayor Marcinko suggested that perhaps persons from this group could apply for some of the current vacancies. Ms. Kratzer moved that the Borough extend the Memorandum of Understanding through April 30, 2018 at a cost of \$13, 080.00. The motion was seconded and passed by a unanimous vote of Council.

Unfinished Business:

Mr. Brown made an update of the work done to help elevate the problem with the traffic light on the corner of Front and Locust Streets. The cross light is often delayed changing when there is no traffic coming that would prevent persons on Locust Street from moving onto Front Street. Mr. Brown has discussed this issue with PA PERCS, INC, the company that services traffic lights for the Borough. The company reviewed the history of the light with Mr. Brown. He reports that there is a timer with that type of traffic light that must meet the standards set by PennDot regarding how long the light must stay green before the light can change over. A video card will sense when a car is waiting and change the light to green. Since the two camera cards are broken, the video card is not alerted to make the light change. The way to remedy the problem is to have two camera cards installed at the price of \$6,171.00. Mr. Brown is reviewing liquid fuel expense monies to determine if replacing the camera cards would be an eligible use of those funds. At this point, he requested Council approve the replacement of the video cards. Mayor Marcinko stated that the traffic light situation has been discussed since 2007. The crux of the conversation was when the wind is high, the camera turned from its original position and tightening the camera back into place solved the problem. She stated that the cost of the video cards was expensive. Ms. Hodge reviewed the original memorandum and she thought the camera cards were only for use when the trucks were going into the mill, giving them preference over pedestrian trucks. She questioned whether or not the video card were needed. Mr. Heefner stated that during the afternoon traffic rush, the pattern of the traffic light changes. He also mentioned a similar issue on Swatara Street. Mr. Brown stated he could have a representative from PERCS come and discuss the issue with the Council. President Proctor tabled the discussion and sent the matter to the Public Works Committee for review and recommended action.

New Business:

Mr. Brown stated that at the reorganization, Mr. Wion was appointed to the Solicitor position. It is now necessary to formalize this appointment by setting the cost of Mr. Wion's services. The Payment Agreement would include an annual retainer, CDBG Land Acquisition; Litigation Matters; Magisterial District Judge Hearings; Non-Jury & Jury Trials, Municipal Financing and Special Legal Services. The total cost is per service rather than a total annual amount. Mr. Segina moved and Ms. Kratzer seconded the motion that A Letter of Engagement & Agreement with Caldwell & Kerns, for the services of Mr. Wion be signed. The motion was carried by a unanimous vote of Council.

Mr. Brown requested approval to advertise the of 2018 Committee Calendar. Approval was granted by the general consent of the Council.

Mr. Brown requested Council approval to upgrade Fire Department kitchen for the sum of \$7,272.93. He stated that the kitchen at the Fire House needed to upgrade. The Department investigated and found prices for the items they determined were needed to improve the kitchen. He would like to use the monies remaining Fire House Capital Improvement Fund to pay the cost of the improvements. Mr. Brown will need to consult with Mr. Wion to ensure that it is an appropriate use of those funds. The decision tabled until Mr. Brown consults with Mr. Wion.

Mr. Brown explained that last year he began the process of developing a Request for Proposal for Pension Plans for uniformed and non-uniformed employees. The draft of the RFP is completed, however a Process Selection Committee must be appointed to review the proposals submitted and make a recommendation to the Council. Mr. Brown recommended the committee be comprised of Mr. Jay Wenger, the Borough Manager and the Finance Committee. Ms. Hodge moved that Council approve the development of the Committee as presented by Mr. Brown. Mr. Krovic seconded the motion, which was passed by a unanimous vote of Council.

Mr. Brown requested authorization to activate the Request for Proposal process by advertising for proposals of Pension Plans for Uniformed and Non-Uniformed Borough Employees, with approval of the advertisement review and approval of the Solicitor. Ms. Kratzer moved that Mr. Brown be authorized to begin advertising for proposals. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Mr. Wion requested approval of Resolution 2018-R-3 to remove the Special Purpose Parking Permit at 126 S. 2nd Street. The resident no longer lives at that address. Mr. Heffner moved and Ms. Hodge seconded the motion that the permit be removed. The Resolution was passed by a unanimous vote of Council.

Mr. Brown asked for authorization to Release Request for Proposals for Auditing Services upon a satisfactory review by the Borough Solicitor. Mr. Brown explained that the Borough will keep the previous auditors for this year, however there needs to be an effort to ensure that the Borough is getting the best price for services rendered. Ms. Kratzer moved and Ms. Hodge seconded the motion that Mr. Brown be authorized to advertise to an auditor. The motion passed by a unanimous vote of Council.

Mr. Brown requested Council discuss the possibility of entering into an agreement with the owner of 548 North Third Street and the Dauphin County Land Bank. The request was referred to the NEDC Committee for review and recommendation.

Public Comments:

There were no comments from the public at this meeting.

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Mr. Brown requested permission to advertise for hiring of a full-time Water Laborer Position. He would like to advertise within the Borough, then if there are no eligible persons, to open the advertisement to the public. He is waiting for information the Union regarding the last person who held the position. Once that is cleared, he would like to post the position. Ms. Hodge moved and Mr. Segina seconded the motion that Mr. Brown be authorized to advertise the position internally then externally. The motion passed by a unanimous vote of Council.

Council Concerns:

Ms. Kratzer announced that the Peanut Butter Eggs and Pretzels were on sale of the Fire House. There are two persons going to Wisconsin to look at the new Fire Truck to ensure that it meets the standards set by the Fire Department. She asked for persons to pray for safe travels. Ms. Kratzer was able to attend the PA Municipal League Conference. She was appointed to a legislative committee. She encouraged all Council members to take advantage of the training they receive. She attended Deputy US Marshall Christopher Hill's service. Six Steelton Police Officers, the Police Chief, and Swatara Township also attended. Ms. Kratzer also assisted the families of the other two officers. She stated that when the Departments ask for funds for new equipment, they are asking for because it can save lives. She thanked the people for coming out to the meeting and congratulated Nicholas Neidlinger on his appointment as a Jr. Council Member.

Mr. Heffner had two concerns. There is no Capital Improvement item listed in the budget. Mr. Brown stated that in the sewer budget there is capital purchases and a line item for system projects. Mr. Heffner stated that he would like to see monies that were supposed to set aside placed in the capital improvement fund and used for capital improvements, equipment or returned to the people. Mr. Brown stated that he has been working on a Five-Year Capital Improvement Plan focused on using those funds to improve the system. The draft is almost completed. Mr. Mendinsky from HRG added that some of the money has been used to complete the Washington Street Project. Mr. Brown stated that there is a line item for capital improvements although there is no separate account set aside for that purpose. Mr. Heffner stated that there should be a separate line set up just for capital improvements. Mr. Brown stated that he would meet with the Finance Committee and bring their recommendation the Council can determine how much money will be set aside for that line item. Mr. Heffner suggested using the calculation set up by HRG. Mr. Brown stated that the sewer fund, other than cash on hand reserves is at \$3.3 Million with \$462,364 in cash on hand reserves. President Proctor requested that Mr. Heffner and Mr. Brown meet and review his concerns about the budget. Mr. Heffner's second concern is about automobiles parked on River Alley on Wednesdays when trash is collected. He stated that it is a big problem because the trash trucks can barely get through the street to collect the trash. The cars should not park on that street on Wednesdays. Currently, Borough wide, the Police only write tickets on street no parking zones when the street sweepers are running. Mr. Heffner request that the Police Committee or whichever committee is responsible review the problem on River Alley.

Ms. Woods, Ms. Leggett-Robinson, Mr. Singh, Chief Vance, Chief Minium, Mr. Wion and Ms. Hodge had no concerns to be addressed at this meeting.

Mr. Krovic congratulated Mr. Neidlinger on his appointment as a Junior Council Member.

Mr. Brown reminded Council that there should be an Executive Session to discuss personnel and legal issues.

Mayor Marcinko looked through the minutes and found that on April 3, 2017 Council authorized the development of an ordinance to limit on-street parking so that the street sweeper can operate in the East End. The ordinance was not to take effect until 2018. At that same meeting, Council approved the re-painting the curbs around the fire hydrant in the legal colors to indicate that it is a no parking zone. Ms. Hodge asked if any action was taken on those two directives from Council. The Mayor stated that no action had been taken. The Mayor stated that she was very proud of Police who assisted the City of Harrisburg during the incident with proved fatal to Deputy US Marshall Hill. She was extremely pleased that Chief Minium had Chaplaincy services set up when the force returned to the Borough. Finally the Mayor and Ms. Hodge, Chair of the Public Works Committee, have developed a method of communication in case of a snow emergency. She thanked persons for coming to the meeting and announced that she would be late or not present at the next meeting.

Mr. Segina UGI is doing safety training on March 24, 2018, interested Council members should contact Chief Vance to get more information and sign up to participate.

Mr. Proctor thanked persons for attending the meeting. He stated that in the future he would like the Chairs of the Committees are to make comments on their committee's issues.

Mr. Segina moved and Ms. Hodge seconded the motion that the meeting be recessed to move into Executive Session. The motion carried by a unanimous vote of Council and the meeting was recessed.

The meeting was called back into session. Mr. Segina moved and Ms. Hodge seconded the motion that the meeting be adjourned. By a unanimous vote of Council, the Steelton Borough Council Meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

-0

Douglas Brown, Secretary

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

Steelton Borough Council Agenda

February 5, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting: January 29, 2018

Public Comment of Agenda items only:

Presentation:

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

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

Justin Mendinsky, Herbert, Rowland and Grubic, Inc.

Presentation of Monthly Engineers Report.

Introduction of 5 Year Capital Improvement Program.

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

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

Communication:

Sustainable Strategies, DC

Memorandum Regarding New Opportunity Zones Program.

Habitat for Humanities - Harrisburg

Request to coordinate Build Blitz Summer Program.

Mayor Marcinko and Council Officers

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

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

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

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues

Other Business:

Adjournment:

Steelton Council Meeting Minutes February 5, 2018

Present:

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

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

Absent with cause: Brian Proctor Douglas Brown

Call Meeting to Order:

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

Pledge of Allegiance:

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

Executive Sessions between meetings:

There was no Executive Meeting between meetings.

Approval of minutes from the January 29, 2018 meeting.

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

Presentation:

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

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

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

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

FRANKLIN BROWN BOULEVARD TOWNHOMES ZHB & FINAL SUBDIVISION/LAND

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

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

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

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

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

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

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

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

Communication:

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

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

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

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

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

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

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

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

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

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

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

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

Unfinished Business:

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

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

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

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

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

New Business:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Comments:

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

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

Council Concerns:

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

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

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

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

Mayor Marcinko made these points:

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

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

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

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

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

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

Mr. Segina thanked everyone for attending the meeting.

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

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

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

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

Respectively Submitted,

Douglas Brown, Secretary

The Steelton Borough Council Meeting Agenda

February 20, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Reflection: Mayor Maria Marcinko

Approval of minutes from previous meeting: February 2, 2018

Public Comment of Agenda items only:

Approval of schedule of billing, requisitions, and change orders as presented for: January 2018

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 Report – Oral Report

Presentation:

Communication:

PA Department of Labor & Industry

Notice of Violation in Borough Hall.

PA Department of Transportation

Yearly Maintenance of Traffic Signals.

Herbert, Rowland, and Grubic, Inc

Letter to CAN Surety Regarding Close Out of Midget Baseball Field Contract.

Verizon

Franchise Fee Schedule/Report 4th Quarter

Unfinished Business:

- | | |
|--------------|---|
| Mr. Brown | Approval to Purchase Kitchen Equipment and Flooring for Firehouse from Capital Fund |
| Mr. Brown | Approval to Purchase Meter Equipment for Sewer Pump Stations Pursuant to DEP Requirements |
| Chief Minium | Presentation of Traffic Study for Joe Romano |
| Chief Minium | East End Street Sweeper Parking Update |
| Chief Minium | Update on Third Street Parking |

New Business:

- | | |
|----------|---|
| Mr. Wion | Approval of Engagement with Susquehanna Group Advisors for Financial Advising Services Related to Review of Sewer System Sale |
| Mr. Wion | Approval of Engagement with Scott Madden Management Consultants for Certified Utility Valuation of Steelton Sewer System |
| Mr. Wion | Approval of Engagement with McNees, Wallace, and Nurick, LLC for Specialty Legal Services Related to Review and Possible Sale of Steelton Sewer System |
| Mr. Wion | Approval of Engagement with Herbert, Rowland, and Grubic, Inc. to Provide Technical Assistance, Asset Inventory, and Capital Cost Analysis Related to Review of Steelton Sewer System |

Mr. Brown	Zelenkofske Axelrod LLC for Changes in Auditing Services
Mr. Proctor	Appointment of Sewer Water System Review Committee
Mr. Brown	Update to Council Regarding Upcoming MS4 Inspection
Mr. Brown	Discussion on Need for Stormwater Authority
Mr. Brown	Approval to Repair Water Leak in Elevator Room

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues and Legal Issues:

Other Business:

Adjournment:

**Steelton Pennsylvania Borough Council Meeting
February 20, 2018**

Present:

Brian Proctor, President	Douglas Brown, Borough Manager
Michael Segina, Vice President	Dave Wion, Borough Solicitor
Keontay Hodge, President Pro-Tem	Ed Ellinger, HRG
Dennis Heefner, Councilman	Eugene Vance, Fire Chief
Kelly Kratzer, Councilwoman	Amrinder Singh, Codes Officer
Natasha Woods, Councilwoman	Thommie Leggett-Robinson, Exec. Asst.
Nicholas Neidlinger, Jr. Councilman	

Absent With Cause: Mayor Maria R. Marcinko William Krovic, Councilman
Police Chief Anthony Minium

The February 20, 2018 meeting of Steelton Borough Council was called to order at 6:30p.m. by President Brian Proctor followed by the Pledge of Allegiance. In the absence of the Mayor, the President also led the body in a Moment of Reflection, with special thoughts for persons affected by the tragic school shooting in Florida.

Ms. Hodge moved and Mr. Heefner seconded that the minutes of the February 5, 2018 Council meeting be approved with noted corrections provided to Ms. Leggett-Robinson. The motion passed by a unanimous vote of Council.

Mr. Proctor opened the floor for public comment on agenda items only. There were no comments from the public regarding items on the agenda.

Ms. Kratzer moved and Mr. Segina seconded the motion that the January 2018 report of scheduled bills, requisitions, and change orders for be accepted as provided. The motion passed by a unanimous vote of Council.

Mr. Proctor opened the floor for monthly Departmental/Committee reports. The monthly reports from the Departments were presented as follows:

Fire Department and Ambulance: The Steelton Fire Department submitted a written report for Council review. Chief Vance announced that he taken a trip to Wisconsin to the Pierce factory to review the specs for the new fire truck/ rescue engine previously purchased.

Police Department/Mayors Report: Chief Minium submitted the monthly department report. Mayor Marcinko also submitted a written report detailing the Mayor's activities and action items which were read by Ms. Kratzer in her absence.

The substance of the Mayor's Report, submitted for the record, was as follows:

- 1) Met with Mr. Wion and the Chief regarding the tractor trailer issue on Borough's streets including the PENNDOT restrictions on municipal ordinances.
- 2) We are discussing the best possible way to address those who continually park at fire hydrants and close to intersections.
- 3) We are discussing the best way to continue the Steelton Borough Crime Watch Program including identifying new community advocates to help re-energize the program.
- 4) We are working with the Public Works Chair and Public Works employees on developing "no parking" restrictions in the East End for the upcoming street cleaning season. The restrictions will require an accompanying ordinance.

Complaints and Concerns I have received:

- 1) The wildlife in the Borough continues to grow: Deer on main streets, turkey vultures, bears, and coyotes. I am going to get with Doug to set up a meeting with Agriculture to see what ideas they have for containment.
- 2) The parking complaints continue to grow, which expected as more vehicles per household is the norm. Every complaint is investigated.
- 3) I received a complaint regarding the two way traffic on Second from Pine to Gibson. Apparently parking and two way traffic is an issue and there have been many "near misses" when turning onto Second from Pine. Since I do not know the reasoning behind this area being two way, after research that I will discuss with Chief and report back to Council.
- 4) I received an idea from a Police Officer who has asked the Council to consider including on the Street cleaning signs static dates: For example: *Street Cleaning April 1 through 11/1. This way we don't have to worry about warnings, announcing dates, etc. This is a great time to think about it because you will be changing the ordinance with the addition of east end.*

Other:

- 1) I am participating in a PSBA webinar on Thursday for Emergency Operations Center procedures.
- 2) In regard to the incidents at the Steelton-Highspire High School, the conversations regarding Crime Watch, and now that we have a Junior Council Person, I am requesting that we develop a Youth Advisory Committee to work with the police to develop youth buy-in and solutions to current problems.
- 3) Lastly, I had the honor of attending the 100th Birthday Celebration of Mary Sales and presented a proclamation. Many do not know that Mary was a

Trailblazer in Steelton who never was an elected official but developed and started the Annual Christmas Tree Lighting Ceremony in the Borough. She also coordinated and started the meals on wheels program for Steelton, the SEBO transportation service, and promoted women's health issues in coordination with the American Cancer Society. All of the programs, still exist today. There are many of these "jewels" within the Borough and I am happy that I am receiving this information so they can be recognized.

NEDC Committee: Ms. Hodge reported that the NEDC Committee had no report because the Committee did not officially meet yet due to reorganization and the need for Committee Appointments in January.

Public Works Mr. Heefner submitted a written statistical report from the Public Works Department and also gave a verbal report.

Items included in Mr. Heefner's report were:

- Removed the evergreens that blocked the Steelton sign at the bottom of "T" Street. The trees will be replaced with another type of tree, whose size can be better controlled. Also, they are going to replace the light on that corner.
- The dump truck that has the rusted out bed will not pass inspection. He has gotten a quote to replace that current bed with a stainless steel bed for \$2,500.00. Mr. Brown stated that three bids had already been secured to replace the truck bed. Mr. Handley wants to check on those bids because one of them included replacing the hydraulic lift, whereas the other bids did not include that feature in their bid. Brian
- The Department will begin installing the street sweeping signs in the East End starting February 21, 2018. There are approximately 150 signs ready for installation. Mr. Heefner presented a color coded map showing the dates and times that Street Sweepers would move throughout the East End. There are plans for two man crews to complete the necessary work. There are some streets that are not cleaned because they are alleys or there are trees hanging over the street that prevent the Sweeper from using the street. Ms. Hodge asked if the streets were cleaned before or after trash day. Mr. Heefner responded that at this time, there is no set pattern in coordinating street sweeping and trash removal. There was a discussion regarding the need for Council to approve a new Ordinance in order to install no parking signs. Mr. Wion stated that any change restricting street parking must be included in an Ordinance. The current Ordinance must be reviewed to ensure that it meets with the proposed no parking areas presented. If there are any differences, an Ordinance must be amended or a new Ordinance written and approved. President Proctor determined that the issue should be reviewed by the Public Works Department and brought back to Council for action.
- They are beginning to deep clean the Borough Building.

- For paving this summer, the Committee recommends: 4th Street between Walnut and Mulberry Streets, Walnut Street between 2nd and 4th Streets and Lincoln Street from Harrisburg to 3rd Street. President Proctor noted that there should be some CDBG funds that had been allocated for those areas. Mr. Heefner stated that “Q “Street damage was created by a water break, therefore the Water Authority should be responsible for completing those repairs.
- He further stated repairing the Storm Water infrastructure should be a priority along with paving. Since there is only \$350,000.00 allocated for paving in 2018, which will be used up quickly, Mr. Heefner recommended that the Borough apply for a Gaming Grant.
- He gave kudos to the Public Works staff for their good work and attitudes. He stated that he encourages staff to be more proactive and the current staff is up to the task.

The Codes Department submitted a written report for January 2018. Items covered by Mr. Singh verbally at the meeting included;

1. On January 10, 2018 the Codes Office sent out reminder letters and 2018 Landlord Tenant Report Forms to property owners of all 1,491 known rental units. The Landlord Tenant Reports are due by February 27, 2018. The reminder letters and 2018 Landlord Tenant Report Forms were sent 49 days prior to the deadline under the ordinance to give property owners a reminder that this item is due and must be completed. This reminder letter is part of customer service improvements aimed at giving reminders and notice before items turn to violations.
2. Rental Properties Compliance as of 1/31/2018:
 - a. 1475 Rental Units
 - i. Full Compliance= 180 units (12.20%)
 - ii. Partial Compliance (L&T Report/No Valid Inspection) =239 units (16.20%)
 - iii. Partial Compliance (Valid Inspection/No L%T Report)=255 Units (17.28%)
 - iv. Zero Compliance (No L&T Report /No Valid Inspection)-801 Units (54.30%)
3. Budget Expenditure as of 1/31/2018 = 7%
 - a. 7% of our 2018 budget has been spent.
4. On February 15, 2018 reminder letters and notices of violation letters were sent to property owners of 967 rental units whose rental inspections are either expired (violation) or will expire soon (reminder). Reminder letters were sent to property owners of 189 rental units whose rental inspection license expires

5. this year reminding them that in they must contact the Codes office by March 31, 2018 to obtain/maintain their rental inspection license and schedule inspections. Notices of violation were sent property owners of 778 rental units. These 778 rental units had violations such as not having ever holding a valid rental inspection license, having an open rental inspection (previously failed due to violations) with no re-inspection scheduled, having an expired rental inspection license and not obtaining/maintaining a valid rental inspection license and lastly paying the rental inspection license fee but not scheduling or having the rental inspection performed. The reminder letters and notices were sent 45 days prior to the deadline under the ordinance to give property owners a reminder that this item is due and must be completed. A total of 967 letters went out. Ms. Hodge asked is the new fees has been distributed. Mr. Singh stated that this had not been done, pending further discussion from the Neighborhood Economic Development Committee.

Mr. Brown then presented the **Borough Manager's Report**. Mr. Brown stated that the Dauphin County Land Bank Authority has approved entering into an agreement with the owners of 546 and 548 North Third Street to assume ownership of the properties, demolish them, and enter into an agreement with a developer to redevelop the properties.

Mr. Brown then provided an update on the North Front Street Redevelopment Project/Renaissance Row Project. Mr. Brown stated that the Steelton Economic Development Corporation approved entering into an agreement with the Dauphin County Redevelopment Authority to develop a Request for Proposals for the parcels due to the previous developer being unable to close on the Renaissance Row deal. Mr. Brown noted that two development groups have approached him about the properties and is confident they will find a new developer.

On a motion by Ms. Kratzer, seconded by Mr. Segina, Council voted unanimously to approve the Department/Committee Reports as presented.

Mr. Proctor then brought up under New Business, the various engagements needed to explore the sale of Steelton Borough's wastewater assets. The Steelton Borough Authority entered into similar agreements with the intent to explore a sale of both systems due to increasing financial/capital burdens in the context of a stricter regulatory environment.

Because of the legal and personnel implications of exploring a sale of the wastewater assets, *Mr. Heefner moved and Mr. Hodge seconded the motion that Council move into Executive Session at 6:55 p.m.* The motion carried by a unanimous vote of Council, which immediately moved into Executive Session.

Council returned to Open Session at 7:40 p.m. and the agenda picked up where it was before the Executive Session began.

Mr. Wion stated that a potential project involving seeking the potential buyers for the sale of the water and sewer systems of the Borough was being considered and that agreements with the firms representing the Borough/Authority have been developed and reviewed. Council's items for consideration are to approve certain engagements with the necessary consultants and advisors

who can then proceed with the process of performing the due diligence necessary to explore the sale of system assets, develop a Request for Proposals, and represent the Borough through the sale process and post-closing regulatory review. Susquehanna Group Advisors, Inc. will essentially serve as the overall consultant for the project, guiding and coordinating the various moving parts involved with a sale. Their agreement includes a scope of services, performance, compensation in the amount of \$25,000 plus a 1.5% post-closing fee, conflict of interest language, and confidentiality language other than items that must be made available through the Right-to-Know Act. Mr. Wion presented this information to support the request that Council approve engaging the Susquehanna Group Advisors for Financial Advising Services Related to Review of Sewer System Sale. Mr. Segina moved and Ms. Kratzer seconded the motion that the Susquehanna Group Advisors be hired to perform those tasks and the proposed agreement be accepted and approved. The motion passed by a unanimous vote of Council.

Mr. Wion presented information regarding the engagement with Scott Madden Management Consultants to perform a Certified Utility Valuation of Steelton Sewer System. Dylan D'Ascendis of the firm is one of a handful of PUC-certified utility valuation experts. Mr. D'Ascendis will do an evaluation of both the water and sewage systems under the Public Utility Code Valuation System to create a benchmark to which a sale offer can be compared to. Following the presentation Ms. Hodge moved and Ms. Kratzer seconded the motion that Council approve hiring Scott Madden Management Consultants and the proposed agreement be accepted and approved. The motion passed by a unanimous vote of Council.

Mr. Wion presented information to Council to consider approving the engagement of Herbert, Rowland and Grubic, Inc. to provide technical assistance, asset inventory, capitol cost, and analysis during a review of the Steelton Sewer System. Under the agreement, HRG will perform an inventory of all sewer system assets and their age, condition, and value, as well as prepare a cost-analysis for investing the capital needed to keep the systems and meet compliance and performance standards over a 10 year period. The study is used to give the Council and Authority an analysis with which to determine the feasibility of keeping both systems as opposed to the value of selling both systems. Ms. Kratzer moved and Ms. Hodge seconded the motion that HRG be hired to provide engineering services on the project and the proposed agreement be accepted and approved. Council voted unanimously that the motion be passed.

Mr. Wion presented information related to the proposed engagement with McNees, Wallace, and Nurick, LLC for specialty legal services for the review and possible sale of the Steelton Sewer System. McNees Wallace will provide services including assisting with drafting the RFP, communicating with bidders during the RFP process, assisting through the award process and closing process, and representing the Borough during a post-closing regulatory review process. The proposal is broken into phases priced separately to allow the Borough to drop the agreement if it does not proceed with a sale after reviewing the cost analysis and RFP responses. Ms. Kratzer moved and Ms. Hodge seconded the motion that McNees, Wallace and Nurick, LLC be hired to perform those task and the proposed agreement be accepted and approved. The motion passed by a unanimous vote of Council.

Mr. Mike Musser, Consultant to the Borough of Steelton requested that the record reflect that he will not engage in any activity or discussions with members of Council, the Authority, or Borough related to this project due to representing a potential buyer of the system. Mr. Musser

asked Council and the Authority to refrain from discussing any matters related to a sale with him.

President Proctor then reviewed the list of communication with Council.

Mr. Brown provided the following information about correspondence from the Pennsylvania Department of Labor & Industry at the request of Council.

The PAL&I notified Steelton Borough that the elevator and its mechanical room in the Frederick Douglas Municipal Building was inspected February 6, 2018 and five violations of the Pennsylvania Construction Code were found. They were as follows:

- a) Penthouse doors shall be kept closed and locked at all times except when repairs are being made.
- b) Elevators, dumbwaiters, escalators, and, moving walk drive machines, motor generator sets and disconnecting means shall be installed in a room set aside for that purpose. Remove extraneous equipment or materials installed in the elevator machine room, not related to the elevator operation.
- c) Fire Emergency Signs shall be posted in a conspicuous place at all new and existing elevator landings. The sign shall read, "*In case of fire do not use elevator*" or the equivalent.
- d) Remove water from the machine room.
- e) All elevators are required to be inspected at intervals set forth in 405.7 of the UCC. When equipment is idle for extended period of time it is not subject to requirements of their section if it is listed above it was out of service and an inspection could not be conducted. Arrangements shall be made to have the equipment repaired and inspected or placed under state seal.

The above listed deficiencies shall be remedied within thirty (30) days as per L&I instruction. Mr. Brown then stated that he has worked with staff to fix all items and contracted under an emergency agreement with Lobar Inc. to waterproof the mechanical room. Mr. Brown noted that the request to ratify this agreement was on the agenda later in the meeting.

The Pennsylvania Department of Transportation wrote a generalized letter to municipalities that in Pennsylvania, traffic signals are owned, operated, and maintained by the municipality having jurisdiction over the intersection regardless of whether the roads are state or municipal owned. The letter was sent to remind the Municipalities that a yearly maintenance and operational evaluation must be conducted and the required verification completed and submitted to the Department.

Herbert, Rowland, and Grubic, Inc. sent a copy of the letter they sent to CNA Surety, the bonding company for Steele City Contractors, regarding the close out of the Midget Baseball Field Contract and their approval to release funds related to the project.

Cohen Law Group sent a Verizon Cable Compliance Review Report setting forth the work that the firm performed and their findings relative to our review of Verizon's compliance with the terms of the current cable franchise agreement with the Borough. The report itself has confidential information that is not available for public review at this point.

Unfinished Business:

Mr. Brown asked Council to approve the use of \$5,333.45 in the Borough's Firehouse Improvements Capital Fund for new kitchen equipment and \$1,942.48 to repair the floor in the Firehouse Kitchen. There is money in the Capital Funds from Bond proceeds left over from 2015 Bond that can be used to make the requested improvements. Mr. Segina asked if the Borough's General Fund could absorb the cost instead since using the capital fund will result in the Borough paying interest on top of the cost of the equipment/flooring.. Mr. Brown stated that it is possible, however this is an unbudgeted item. Mr. Segina moved that Council approve the purchase of new kitchen equipment and floor repair from the General Fund. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Mr. Brown requested Council to approve the purchase of Meter Equipment for Sewer Pump Stations DEP requires installation of the pumps to monitor the flow into the pump station. Mr. Ellinger provided additional information regarding this issue. In the past, DEP allowed estimated flow reports. They have now changed the requirement. Mr. Ellinger noted that in order to bring things into compliance with the Department of Environmental Protection the change needs to be made. He recommended Council approve the purchase, the cost is reasonable and will satisfy the new requirement. Ms. Hodge and Mr. Heefner had questions regarding this information being used to increase sewage cost. Mr. Ellinger answered no because sewage cost is based on actual water usage per account, not based on metering of sewage mains. Ms. Kratzer asked for clarification of penalties if the pumping system is not installed. Mr. Ellinger stated that we were not at the point of being fined for this issue and still have time to consider the investment in the context of a potential system sale. Three quotes were obtained and the lowest bid was \$15,850.00 with installation cost of \$ 1,550.00 making a total of \$ 17,350.00. Mr. Segina moved that since this item was not included in the budget and is not an urgent matter that the discussion be tabled until next year. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Chief Minium was not available to present information regarding a Traffic Study for Joe Romano. Therefore the issue was tabled until Chief is at the meeting to explain the results of the study.

Chief Minium was also scheduled to report on the East End Street Sweeper/Parking issue and update on Third Street parking. These two items were reported on and action taken earlier in the meeting.

New Business:

Mr. Brown presented a request from Zelenkofske Axelrod LLC to approve additional charges related to changes in GASB standards and additional audit work related to the 2017 bond issuance. ZA estimates that an additional thirty (30) hours will be needed to complete the additional work at a cost of \$ 3,300.00. The company submitted an addendum to the original agreement. Ms. Kratzer moved and Mr. Heefner seconded the motion to accept the addendum to the previously signed agreement. The motion passed by a unanimous vote of Council.

Mr. Proctor appointed the following persons to *the Sewer/Water System Review Committee: Mr. Segina, Mr. Heefner, Ms. Hodge, Allan Ausman and Mayor Marcinko*. This committee is charged with reviewing the Request for Proposals for the water/wastewater assets and providing recommendations to both the Council and Authority on whether or not to proceed with a sale; recommended buyer of the systems; and any other recommended actions related to the sale of both systems.

Mr. Brown explained that DEP is scheduled to make an inspection of the Borough's MS4 Program on February 21st. The Borough is prepared for the inspection and there should be no problems noted. The Borough has revamped its illicit discharge reporting and compliance policy, has been on top of public awareness/public information items, and has thoroughly trained staff on the MS4 program.

Mr. Heefner then brought up the request to look into forming a Storm Water Authority for the purposes of funding improvements to the Borough's storm water system to meet upcoming MS4 requirements and repair the aging infrastructure. Municipalities surrounding Steelton have begun to create authorities and charge new fees associated with meeting storm water regulations. President Proctor appointed *Ms. Kratzer, Mr. Heefner, Ms. Woods to a new Stormwater Authority Review Committee* which will come back with a recommendation to Council.

Mr. Brown requested Council ratification of his hiring Lobar to repair the water leak in the elevator room as detailed in the L&I inspection report previously mentioned. The State required the work be conducted within 30 days. After discussion with the Finance Committee and Mr. Wion, they agreed that this was an emergency situation that needed to be resolved immediately. The cost of the repair was \$3,613.00. Mr. Segina moved and Ms. Kratzer seconded approval of Mr. Brown's handling of the matter and the cost of the work. The motion was carried by a unanimous vote of Council.

Public Comments:

Cheryl Powell, 321 Lebanon Street – Ms. Powell wanted to know how and why Council was discussing selling the Sewer System. Mr. Proctor advised her that it is an exploration to assess the system to determine if the Borough should consider selling the System. ArcelorMittal accounts for over 61% of the water/sewage use in Steelton. Looking forward, what will the Borough do should the Steel Plant close? Will the Borough be able to sustain the system without its largest user? Will the Borough be able to meet the Capital needs so that the system is in compliance with regulations? Ms. Powell asked if the Borough could partner with another area township, such as Middletown. The answer is no, it is not feasible to partner with another area township. Mr. Segina stated that the assessment is to discover what the system is worth, what it would be worth should it be sold, and how much it will cost to maintain the system with the limited base of current and future residences and businesses.

Council Concerns:

Mr. Heefner expressed concern about the water runoff and the installation of a new system estimated to cost \$250,000.00 over a five year period. He suggested one way the Borough could offset the projected cost would be adding a \$5.00 - \$10.00 per month surcharge to the sewer bill.

Ms. Woods announced the first activity of **The Recreation, Parks & Events Committee** will be an Easter Egg Hunt scheduled for March 24, 2018 at the SHSD football field. The event will occur from 11:00a.m. to 1:00 p.m. March 31 is the scheduled rain date. Ms. Woods stated that there will be more events coming up soon.

Mr. Neidlinger discussed the number of students who are contemplating or who have committed suicide. The concerned group is in the process of developing posters which will include persons to contact if a student is contemplating committing suicide. Hopefully the posters will be available for distribution in March. Mr. Neidlinger asked Ms. Kratzer if the Youth Sub-Committee is designed for students from grades 9-11. Ms. Kratzer answered in the affirmative and added suggested that he speak to Mayor Marcinko and Chief Minium for direction.

Mr. Segina and Mr. Proctor thanked persons for attending the meeting.

Ms. Kratzer, Ms. Leggett-Robinson and Mr. Wion had no remarks.

Mr. Brown reminded Council that there was a need for an Executive Session to discuss personnel issues.

Mr. Segina moved and Ms. Woods seconded the motion that Council move into Executive Session at 8:30 p.m. The motion carried by a unanimous vote of Council. The Executive Session was to discuss personnel and legal issues.

The general meeting resumed at 8:55 p.m. on a motion by Ms. Hodge, seconded by Mr. Heefner.

Mr. Segina moved and Ms. Hodge seconded a motion to approve the Side-Letter Agreement between Steelton Borough, AFSCME Council 90, and Frank Long/Keith Miller to provide \$5.00 per hour additional compensation for assuming foreman duties in the absence of the regular water and highway foremen. The \$5 per hour adjustment will be retroactive until January 1, 2018 until the time that each employee's regular foreman returns to work.

Mr. Segina moved, seconded by Ms. Woods, to authorize Mr. Brown to advertise the Water Laborer Position in the Patriot News and Pennlive.com to fill the current vacancy.

Ms. Hodge, seconded by Mr. Heefner, approved providing an opt-out compensation for healthcare to Mr. Aaron Curry. The opt-out will reflect compensation in an amount equal to the cost of single coverage.

Ms. Hodge moved and Mr. Heefner seconded the motion the Council be adjourned. The motion carried by a unanimous vote of Council. Therefore the February 20, 2018 meeting of the Steelton Borough Council was adjourned at 8:57 p.m.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda

March 5, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting: February 20, 2018

Public Comment of Agenda items only:

Presentation:

Mr. Patrick Kane, PA Office of Occupational and Vocational Rehab Partnership with Borough to Provide Clerical Work to One Participant in OVR Program.

Mr. Matt Ward Updated Resource Roadmap

Mr. Frederick O. Hamilton Request to change Ordinance 72-9 which refers to all property owners as landlords, subject to landlord/tenant requirements.

Mr. Jerry Feaser Review of Voting Changes

Justin Mendinsky, Herbert, Rowland and Grubic, Inc. Presentation of Monthly Engineers Report.

Mr. Mendinsky Approval of Chapter 94 Wasteload Management Report for Calendar Year 2017

Communication:

PA Department of Environmental Protection Required Reduction

PA DEP MS4 Inspection Reports

Americomm, LLC Copy of letter to Public Utilities Commission notification that required work for Wire, Conduit and Cable Occupancy of Norfolk Southern property has been completed.

Defense Logistics Agency

Notification to Susquehanna River surface water users and municipalities within 20 downstream miles that six regulated Above Ground Storage Tanks are registered with DEP.

Michael Cherewka, JD

Notification of dissolution of New Birth Christian Fellowship Inc.

Unfinished Business:

Chief Minium

Presentation of Traffic Study for Joe Romano

Mr. Heefner

Update on East End Street Sweeping Ordinance.

Ms. Hodge

NEDC Recommendation to transfer 24-26 Adams Street to Dauphin County Land Bank (DCLB)

Mayor Marcinko

Approval of the 2018 Municipal Domestic Animal Protective Service Agreement.

New Business:

Mr. Brown

Mulching/Planting at Locust Street Steps and Swatara Street

Chief Minium

Tactical Explosive Breaching Operations Training Program at 118 N. Front St & 24-26 Adams St.

Mr. Brown

Authorization to Begin the Comcast Informal Review Process

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Adjournment:

**Steelton Pennsylvania Borough Council Meeting
March 5, 2018**

Present:

Brian Proctor, President	Dave Wion, Borough Solicitor
Michael Segina, Vice President	Justin Mendinsky, HRG
Keontay Hodge, President Pro-Tem	Rosemarie Paul, Asst. Sec. /Treasurer
Dennis Heefner, Councilman	Anthony Minium, Police Chief
Kelly Kratzer, Councilwoman	Thommie Leggett-Robinson, Exec. Asst.
William Krovic, Councilman	
Natasha Woods, Councilwoman	
Mayor Maria Marcinko	

Absent with cause: Nicholas Neidlinger, Douglas Brown, Amrinder Singh, and Eugene Vance

The March 5, 2018 meeting of Steelton Borough Council was called to order at 6:30p.m. by President Brian Proctor followed by the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silent Reflection.

Ms. Kratzer moved and Mr. Krovic seconded that the minutes from the February 20, 2018 minutes be accepted with the correction of showing Mr. Krovic as absent from the meeting. The motion passed by a unanimous vote of Council.

There were no Public Comment of Agenda Items at this meeting.

Presentation:

Mr. Patrick Kane, PA Office of Occupational and Vocational Rehabilitation proposed that the Borough and the Office of Occupational and Vocational Rehabilitation form a partnership to participate in the My Work Initiative. The program provides an on-the-job training experience for a high school students with a disabilities. The work opportunity will provide a real- life work experience to help develop the skills necessary to find and maintain a real-life job. The work currently identified as available within the Borough is a clerical position. The program is provided at no cost to the Borough. Ms. Hodge moved and Ms. Kratzer seconded the motion to participate in the My Work Initiative Program pending review and approval of the Solicitor. The motion carried by a unanimous vote of Council.

Mr. Matt Ward, who was to make a presented on the Updated Resource Roadmap, was not present at the meeting.

Mr. Frederick O. Hamilton, 1140 Fifth Street, Oberlin Gardens requested that Council consider changing Ordinance 72-9 which refers to all property owners as landlords, subject to Landlord/Tenant requirements. He explained that he owned two properties in Steelton – 349 Lincoln Street and 307 Reading Street. Both properties have been vacant for several years, he

has plans to rent the properties and they both are on the market for sale. Mr. Hamilton believes that persons who own vacant properties with plans to sell should not be considered Landlords but Property Owners. The Property Owner designation will eliminate the need to register and pay Landlord fees. Ms. Hodge agreed with Mr. Hamilton's assessment of the Ordinance and agreed to bring it before the NEDC Committee for review and recommendation.

Mr. Jerry Feaser provided a review of the Election Process Changes in the Steelton area.

- The Election Districts and polling places will be reduced from six to four.
- Ward 2/Precinct 1 and Ward 2/Precinct 2 have been merged and are now considered Ward 2.
- Ward 3/ Precinct 1 and Ward 3/Precinct 2 have been merged and are now considered Ward 3.
- Persons in Ward 2 will vote at the Trinity Lutheran Church located at 221 South 2nd Street.
- Persons in Ward 3 will vote at the Volunteer Fire House located at 185 North Front Street.
- Persons can no longer vote at Prince of Peace and St. John's Lutheran Church.

Ms. Hodge and Mr. Heefner had questions about the how's and whys of the change. Mr. Wion suggested that in the future, Wards be referred to as Election Districts to avoid confusion.

Justin Mendinsky, Herbert, Rowland and Grubic, Inc. presentation of Monthly Engineers Report. The highlights of his report are:

- ❖ Storm Water Management Program (MS4 Program) Work continues on the Permit Year #5 of the current permit cycle. Overall feedback from PA DEP was good and they noted that the Borough was complying with the permit. PA DEP suggested that the Borough go "above and beyond" what the permit requires.
- ❖ Midget Baseball Field CDDG – Things with the Surety Company have been worked out and we are currently waiting to close out the contract.
- ❖ Franklin Brown Boulevard Townhome ZHB and Final Subdivision/Land Development Plan the revised Subdivision and Land Development Plan for the new 12-unit plan was approved by Council. The Erosion and Sedimentation control Plan has also been approved by the Dauphin County Conservation District. The Plan was recorded at the Dauphin County Recorder of Deeds. Construction is scheduled to begin this Spring 2018.
- ❖ Washington Street Sewer Rehabilitation is essentially complete. There are two things that require work. One is bringing a ramp into compliance with the ADA and the other is completion of paving which cannot be completed until weather permits.
- ❖ 5-Year Capital Improvements Plan was presented to Council and work is continuing on making the final recommendations.
- ❖ Land Development Review Subdivision Plan for Deniz Ak, 550 North Front Street has been placed on hold pending approval and acceptance of the development plan.
- ❖ Sewer Engineering Retainer has been requested by HRG in order
- ❖ Sanitary Sewer & Water System Valuation is being implemented to categorize the assets of the sanitary sewer system.

❖ Roadway Improvements Projects plans and estimated cost is being completed.

Mr. Segina moved and Ms. Hodge seconded the motion to approve the Engineering Report as presented by Mr. Medinsky. The motion was carried by a unanimous vote of Council.

Mr. Mendinsky presented the Chapter 94 Wasteload Management Report for Calendar Year 2017 to Council for discussion and approval. The Report summarizes wastewater flows from the Borough which were conveyed to the Harrisburg Advanced Wastewater Treatment Facility during 2017 and also projects future wastewater flows for the next 5 years. Ms. Kratzer moved and Mr. Krovic seconded the motion that the Wasteland Management Report for Calendar Year 2017 be approved. The motion was approved by a unanimous vote of Council.

Communication:

PA Department of Environmental Protection wrote the Borough regarding required action. The report stated that the agency had received the Borough's Notice of Intent for NPDES permit coverage, however, there are some things that must be done before the permit can be issued. The letter detailed the things that needed to be completed.

The Borough received a copy of the PA Department of Environmental Protection MS4 Inspection Reports following the inspection conducted the week of March 9, 2017. The inspector indicated that the Borough had made improvements in its efforts to meet the requirements. It also recorded some additional work that must be done to be in full compliance.

Americomm, LLC submitted a copy of a letter to Public Utilities Commission notifying the PUC that the required work for Wire, Conduit and Cable Occupancy of Norfolk Southern property has been completed.

The Defense Logistics Agency sent a notification to Susquehanna River surface water users and Municipalities 20 miles downstream from the Susquehanna River that six regulated Above Ground Storage Tanks are registered with DEP. There have been no spills or releases from the tanks.

Attorney Michael Cherewka, wrote to notify the Borough that New Birth Christian Fellowship, Inc. has voluntarily dissolving the corporation.

Unfinished Business:

Chief Minium stated that the Department received a request for a Special Purpose Parking Permit from Mr. Joe Romano, 26 Chestnut Street. A Street Study was conducted and it was found that the area in which Mr. Romano lives only has space for one Special Parking Permit. One Permit is already in that area, which means that Mr. Romano is not eligible to receive the permit. The Police Department recommends the request be denied. After consultation with Council members, it was determined that the Request would be tabled, pending a review by the Department of Public Works.

Mr. Heefner and the Public Works Committee met with Mr. Segina regarding the possibility of developing an East End Street Sweeping Ordinance. The Committee is now asking Mr. Wion to write an Ordinance. Chief Minimum stated that they were still researching the No Parking In The Alley issue. Mayor Marcinko clarified that she had requested a Traffic Study be conducted between E Avenue and Baldwin. Mr. Heefner stated that he will have Public Works staff deliver a letter to each residence in the area informing them about the change. He asked that the police issue a warning ticket when they park contrary to the Ordinance to help persons become more aware of the changes in parking regulations. Chief Minimum mentioned that two weeks before the Street Sweeping begins, the Department puts out information notifying the residents that they will need to remove their cars on the dates and times the Sweeper is scheduled to be in their neighborhood. The Department is supporting the Mayor's recommendation that Street Sweeping be conducted April 1st to November 30th every year in order to eliminate confusion over the dates. Ms. Hodge recommends that residents be notified prior to the Ordinance's passing. Mr. Segina moved that the residents be notified of the pending new Ordinance prior to the approval of the Council. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Ms. Hodge, representing the NEDC Committee, stated that there is a potential buyer for 24-26 Franklin Brown Boulevard. The body is recommending the land be transferred to the Land Bank so that it can be sold. Mr. Wion clarified that the recommendation is to set in motion the legal work that must be completed for the transfer of the land. Mr. Heefner moved and Ms. Hodge seconded the motion that Council approve Mr. Wion to begin the necessary legal work after which 24-26 Franklin Brown Boulevard will be transferred to the Land Bank. The motion was approved by a unanimous vote of Council.

Mayor Marcinko requested approval of the 2018 Municipal Domestic Animal Protective Service Agreement. At the direction of Council, Mayor Marcinko and Mr. Brown met with the Humane Society regarding an amendment to the contract renewal. The amendment states that in the event an animal is surrendered to the Society by a Police Officer or other Borough employee, and the animal is reclaimed by the owner or a representative of the owner the Society will contact the Borough within fifteen days providing the name and all identifiable information about the owner. The Society agrees with the amendment. The revised contract need to be passed immediately since further delay could result in losing the contract. Mayor Marcinko stated that this issue was originally discussed by Council in October 2017. It is the same contract that was in force before, with the addition of the Borough's amendment. President Proctor stated that the agreement would be passed among the Council members for their review and a vote taken following the Executive Session.

New Business:

Mr. Brown was to discuss plans for Mulching/Planting at Locust Street Steps and Swatara Street. In his absence, Mr. Heefner presented some ideas that he had thought about. He stated that area looks presentable at this time. While there is a desire to re-mulch the entire area, it is

cost prohibited at this time. He suggest re-mulching a small area then try to find a groundcover that can grow in the shell, which is on the ground in that area. Such a groundcover will also choke weeds, which will make it an asset to having a nice looking area. The President instructed Mr. Heefner to talk with Mr. Brown and bring back a report at the next meeting. Mr. Krovic asked if the Borough could take advantage of the free mulch available on Kelker Street. Ms. Kratzer was concerned about the quality of the mulch and suggested the better mulch be used.

Chief Minium introduced the Tactical Explosive Breaching Operations Training Program which will be held March 5-9 at two designated locations in the Borough. The locations are 118 N. Front St & 24-26 Adams. The realistic simulations will be mostly completed within the buildings, which will be boarded up upon the completion of the exercise. Residents will be notified about the scheduling of the training. Because the exercises will be small, there is no need to block off the streets. Chief Minium stated that the decision to allow the training to occur in the Borough was made by Mr. Singh and Mr. Brown. Mr. Wion noted that 24-26 Frank Brown Boulevard is included in the training session. He was wondering if the potential buyers have been notified that the training course will be conducted in that building. Mr. Seqina moved that the Tactical Training Program be approved, provided Mr. Brown notifies the Land Bank that 24-26 Frank Brown Boulevard of the activity prior to the transfer. Mr. Heefner seconded the motion which passed by a unanimous vote of Council.

Mr. Brown's request for authorization to begin the Comcast Informal Review Process was tabled to the next meeting.

Public Comments:

Frederick Hamilton, 1140 Fifth Avenue, Oberlin Gardens – Has the Borough taken into consideration to the explosions at 24-27 Franklin Brown Boulevard will affect properties in the area? Chief Minium explained that the explosions will be very small, so will cause no damage to nearby properties. He assured Mr. Hamilton that the explosive would not damage the foundation Monumental A.M.E. Church.

Emmuel Powell, 321 Lebanon Street – He requested clarification on the beginning date of the Franklin Brown Boulevard Townhome Project. In the plans for work on Lincoln Street, has any consideration to removing the trees from Harrisburg to the Cemetery. Mr. Heefner stated that the tree issue would be addressed in Phase II of the project. Mr. Powell encouraged the Council to move more expediently on the completion of projects.

Cheryl Powell, 321 Lebanon Street – How will the residents of the East Side know that a new Parking Ordinance has been passed and will be enforced? According to the law, the Borough must advertise in a paper of general circulation. In addition the information will be posted on the Borough website. Is the Dauphin Deposit Building for sale? Mr. Proctor stated that there is someone who has shown interest in purchasing the building. Since the project across the street has been cancelled, what are the plans for that land? Mr. Brown is looking for other developers.

Council Concerns:

Chief Minium stated that the door of the garage the Police Department has been using has lost one door. In fact, the door fell on a Patrolman. He asked if there were funds available to repair the garage. Ms. Hodge asked if it was a secure building, to which Chief answered in the negative. Chief Minium reiterated the need for a secure place for the Department to store evidence, analyze evidence and other task that might have the public or other legal agencies look at their work as inadequate or not handled information as required chain of evidence. HRG will talk to Mr. Brown about securing property the Borough already owns. It was noted that there is a small space available in the Water Department that might be used by the Police Department.

Mr. Krovic thanked persons for attending the meeting. He announced that the Fire Department still has Peanut Butter Eggs and Chocolate Pretzels for sale. He also announced that Easter Lilies will be on sale at the Fire House beginning March 28, 2018.

Ms. Kratzer thanked persons for coming out to the meeting. She expressed concern that the SHSD High School will be operating a concession stand during the Easter Egg Hunt. She suggested that the Fire Department be given preference when those events are held because they do need money to operate.

Mr. Heefner noted that Public Works has removed four dead trees and wish to plant four more trees with the \$10,000.00 included in the plan. He also noted that Mr. Brown stop giving his extra staff not Borough eliminate stress on current Public Works staff, particularly during vacation time.

Chief Vance, Ms. Woods, Ms. Hodge, Ms. Paul nor Ms. Leggett-Robinson had concerns to discuss at this point in the meeting.

Mr. Wion reminded Council that there is a need to conduct an Executive Session to discuss legal matters.

Mayor Marcinko stated that:

- ✓ Council discussed the signing of the Humane Society Agreement, however no action was taken. The decision was left pending the involvement of the New Council members. There is also a new dog law.
- ✓ After attending the Emergency Webinar, she realized that the Borough needs a Deputy Emergency Coordinator. Mr. Steven Shaver has shown an interest in filling that position.
- ✓ She received an email from Mr. Steven Lewis. He was very complimentary about how Officer Palmer handled an incident at the Family Dollar Store. Mr. Lewis reported that the Officer was very polite and positive.

Mr. Segina thanked persons for attending the meeting. Human needs to be impacted.

Mr. Proctor stated that he felt positive because things seemed to be moving forward. He stated that Steelton residents were very resilient and could work together to make this a good community.

Mr. Segina moved and Ms. Kratzer seconded the motion that Council move into Executive Session at 8:05p.m. The motion passed by a unanimous vote of Council.

Council reconvened at 8:45 p.m.

Ms. Kratzer moved and Mr. Heefner seconded the motion that the contract with the Humane Society be approved. The motion was passed by a unanimous vote of Council.

Mr. Segina moved and Ms. Hodge seconded the motion that the Steelton Pennsylvania Borough Council Meeting be adjourned at 8:47 p.m. The motion passed by 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

The Steelton Borough Council Meeting Agenda

March 19, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Reflection: Mayor Maria Marcinko

RECESS INTO SPECIAL JOINT SESSION OF STEELTON BOROUGH COUNCIL AND STEELTON BOROUGH AUTHORITY

Special Order of Business:

Ms. Kathy Pape

Presentation of Draft Request for Proposals for Purchase of Steelton Borough Water and Wastewater Systems

Adjournment of Joint Borough Council/Authority Meeting

Enter Back into Regular Session of Steelton Borough Council

Approval of minutes from previous meeting: March 5, 2018

Public Comment of Agenda items only:

Approval of schedule of billing, requisitions, and change orders as presented for: February 2018

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 – Written Report
- Borough Manager Report – Oral Report

Presentation: None

Communication:

Chief Gene Vance, Steelton Fire Department

Notification of Promotion of Stephen Brubacher, II to Battalion Chief

National Storm Water Center	MS4 Compliance Webinar for Municipal Storm Water Executives
Teamsters Local Union 776	Request to Begin Bargaining for Successor Collective Bargaining Agreement between Steelton Borough and Teamsters 776 Expiring December 31, 2018
PA Public Utility Commission	Application of Comcast Cable Communications LLC for Utilities Crossing Franklin Street/Norfolk Southern Railway
PA Department of General Services	Approval to Participate in Statewide Contract for Road Salt (August 2018-July 2018 Season)
Dauphin County Bureau of Registration and Elections	Official Notification of Changes in Election Districts and Corresponding Polling Locations in Steelton Borough Effective Immediately
Mr. Stephen Polinski	Resume for Steelton Zoning Hearing
Friends of Midland Cemetery	Request for \$500.00 Donation for Routine Maintenance
PA DEP	Regarding the Correction of Surface Mining Permit #7174SMIC8 for Hemp Brothers.
Dauphin County Office of Tax Assessment	Supplemental New Construction Billing
Daretzes Family	Application to Adopt-a-Block
Unfinished Business:	
Mr. Wion	Update on Transfer of 24-26 Adams Street
Mr. Heefner	East End Street Sweeper Parking Update
Mr. Brown	Update on Pension RFP Selection Process

New Business:

Mr. Wion	Resolution 2018-R-___ Adopting the Emergency Operations Plan of the Borough of Steelton
Mr. Wion	Recommendation to Pennsylvania Emergency Management Agency to Appoint Steven J. Shaver as Deputy Emergency Management Coordinator
Mr. Heefner	Repair of Garage on Mulberry Street for Police Equipment and Vehicles
Mr. Heefner	Discussion of Repairs to Locust Street Steps
Mr. Wion	Resolution 2018-R-___ Establishing Special Purpose Parking for Ms. Jacquelyn Randolph
Mr. Brown	Approval to Hold Rain Barrel Workshop in Partnership with Dauphin County Conversation District on Thursday, June 21, 2018
Mr. Brown	Acceptance of Sewage Facilities Planning Module Mailer Patrick & Michele Rozman Subdivision
Mayor Marcinko	Canine Donation

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues and Pending Litigation.

Other Business:

Adjournment:

**Steelton Pennsylvania Borough Council Meeting
March 19, 2018**

Present:

Brian Proctor, President	Mayor Maria Marcinko
Michael Segina, Vice President	Dave Wion, Borough Solicitor
Keontay Hodge, President Pro-Tem	Michael Solomon, Authority Solicitor
Dennis Heefner, Councilman	Douglas Brown, Borough Manager
Kelly Kratzer, Councilwoman	Anthony Minium, Police Chief
William Krovic, Councilman	Eugene Vance, Fire Chief
Natasha Woods, Councilwoman	Amrinder Singh, Codes Officer
Nick Neidlinger	Thommie Leggett-Robinson, Exec. Asst.

Authority Members

Alan Ausman, Chair
Ryan Maxwell, Vice Chair
Kathleen Handley, Treasurer

The March 19, 2018 meeting of the Steelton Pennsylvania Borough Council was called to order at 6:30p.m. by President Brian Proctor. Upon the opening of the meeting, Mr. Proctor led the body in the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silent Reflection.

Mr. Segina moved and Ms. Hodge seconded the motion that the Council Meeting recess into a Special Joint Session of Steelton Borough Council and Steelton Borough Water Authority. The motion was passed by a unanimous vote of Council.

Ms. Kathy Pape made a special presentation to the joint bodies regarding the development of a Request for Proposal for the sale of the Water System. The minutes of this meeting are located separately from the Council Meeting Minutes.

Mr. Segina moved and Mr. Heefner seconded the motion that the Joint Session end and the Council resume the scheduled meeting. The motion passed by a unanimous vote of the Council.

The minutes from the March 5, 2018 Council meeting were review. Ms. Hodge moved and Mr. Segina seconded that the minutes be approved. The motion was approved by a unanimous vote of Council.

The schedule of billing, requisitions, and change orders for February 2018 were presented to Council. Ms. Hodge moved and Ms. Kratzer seconded the motion that the report be approved as presented. The motion was passed by a unanimous vote of Council.

There were no public comments on agenda items.

President Proctor called for a review, comments and approval of the Department Reports.

Fire Department and Ambulance – The Department submitted a written report with no additional comments.

Police Department – The Department submitted a written report. The only information added to the report was that Chief Minium will be out of the office March 20, 2018.

NEDC Committee – There is no report from this Committee since it has not met.

Public Works – The Department submitted a written statistical report. Mr. Heefner added Mr. Heefner also reported:

- That the Public Works Committee meeting will be changed to the second Tuesday in the month so that a more complete report can be presented to Council.
- The lights at the East End are being replaced.
- The Department wants to make the Baseball Field a priority. The UGI project has dumped a lot of dirt on the field. In order to make the field playable by the 14th, the dirt must be removed and the field regraded.
- The Department anticipated mulching to start in two weeks.
- The four dead trees have been removed from in front of the bank. New trees will be planted.

Codes Department – The Department submitted a written report. No additional information was added.

Junior Council – Junior Council Member Neidlinger reported that he will meet with Police Chief Minium on the anti-suicide project at the school. The Superintendent has given his approved.

Mayor’s Report – The Mayor made an oral report which included the following information:

- The Mayor will continue to work with the Codes Department and Mr. Brown on the mouse infestation on the 700 block of North Second Street.
- She attended the Tripwire Property Breach training.
- As a “Thank You”, the Mayor and Chief Minium will present a proposal to Council at the next meeting.
- The Mayor and Chief Minium have discussed naming several police officers to a special team. It will be named the **Tactical Narcotics Team (TNT)**. This team will only consist of officers from the Steelton Police Department. No additional funding is required for the team. The program has been approved and Chief Minium and the Department has received a very positive response from the press.
- The Mayor attended a meeting with Commissioner Connely and Mayor Hoerner regarding joint efforts with the SH School District on active shooting training at the schools.

Borough Manager Brown reported that there is \$1.2 million in the General Fund. He anticipates an increase in the fund since March and April are heavy revenue collection months.

Ms. Hodge moved and Mr. Heefner seconded the motion to accept the Department Reports as presented. The motion passed by a unanimous vote of Council.

Communication:

Chief Gene Vance wrote the Council to request that Stephen Brubacher, II be promoted to Battalion Chief. Council took immediate action on his request, Ms. Hodge moved and Mr. Krovic seconded a motion to promote Mr. Stephen Brubacher to Battalion Chief effective April 1, 2018. The motion passed by a unanimous vote of Council.

The National Stormwater Center wrote to announce MS4 Compliance Webinar for Municipal Storm Water Executives. The webinar is scheduled for May 23, 2018, beginning at 10:00 a.m. EST. Ms. Kratzer asked if Council was considering having someone attend the webinar. She stated that she knew that Mr. Brown would like to attend, however, the workshop is costly.

The Chauffeurs, Teamsters and Helpers Teamsters Local Union #776 wrote to request to that Steelton Borough begin to work with them to develop a Successor Bargaining Agreement. The Bargaining Agreement covers the Steelton Police Department and expires December 31, 2018. Ms. Hodge asked if Mr. Proctor responded in the affirmative. Ms. Kratzer announced the dates of the meetings.

The Public Utility Commission announced that it has approved the alternation of the crossing where Franklin Street crosses, at grade, the tracks of Norfolk Southern Railway Company located in Steelton Borough, by reason of the installation of a new aerial communication line.

The Pennsylvania Department of General Services has approved the Borough's participation in the Statewide Contract for Road Salt for the August 2018-July 2019 Season.

Dauphin County Bureau of Registration and Elections provided Official Notification of Changes in Election Districts and Corresponding Polling Locations in Steelton Borough Effective Immediately.

Mr. Stephen Polinski submitted his application for consideration selection as a member of the Steelton Zoning Hearing Board. It was announced at the meeting that he withdrew his application.

Friends of Midland Cemetery requested a \$500.00 donation for routine maintenance of this historical site which is located in Steelton Borough. Council made an immediate response to the request. Mr. Heefner moved and Ms. Hodge seconded the motion that Steelton Borough donate \$500.00 for routine maintenance of Midland Cemetery. The motion passed with a unanimous vote of Council.

The Department of Environmental Protection stated that the Surface Mining Permit issued to Hempt Brothers had been updated to approve the company's request to allow approximately 89,250 years of material from the SR300-008 PA Route 283 Project to be used in reclamation of the quarry. This change represents an addendum to the Permit issued to Hempt Brothers in 1981.

The Dauphin County Office of Tax Assessment sent a memorandum to all Dauphin County Officials providing an Interim Assessment List for all qualifying properties added to the Tax Roll during the second half of the calendar year 2017. With this list, the Borough is authorized to levy

interim taxes prorated from the first day of the month following the date appearing for each property.

The Daretzes Family submitted an Application to Adopt-a-Block. They want to adopt the 400 block of South Second Street between Mohn and Highland Streets.

Unfinished Business:

Mr. Wion reviewed **Resolution 2018-R-7** which represents an agreement and the President authorized to sign the agreement and deed to transfer 24-26 Frank Brown Boulevard to the Dauphin County Land Bank who will serve as a sales agent for the property. CDBG funds are being used to finance this project. Ms. Hodge moved and Mr. Heefner seconded the approval of Resolution 2018-R-7. The motion was passed by a unanimous vote of Council.

Mr. Heefner reported that there was no additional information available regarding the East End Street Sweeping. Ms. Hodge reminded the body that it was determined that residents will receive a letter to announce the development of the Ordinance. There will also be a warning period.

Mr. Brown reported that he has received ten proposals in response to the Request for Proposal a reasonable Pension Plan. Of the ten, four will be selected for further review.

New Business:

Mr. Wion stated that the **Resolution 2018-R-8** Adopting the Emergency Operations Plan of the Borough of Steelton. Ms. Hodge moved and Mr. Heefner seconded the motion that the Resolution be adopted. The motion was passed by a unanimous vote of Council.

Mayor Marcinko requested Council to approve a recommendation to Pennsylvania Emergency Management Agency to Appoint Steven J. Shaver as Deputy Emergency Management Coordinator for Steelton Borough. Mr. Heefner moved and Mr. Segina seconded the motion to recommend Mr. Shaver serve as Deputy Emergency Management Coordinator for the Steelton Borough. The motion passed by a unanimous vote of Council.

Mr. Heefner discussed two issues related to the Public Works Department. The issues were:

- a. The garage located on Mulberry Street is in a state of disrepair and needs to be repaired in general. However, there is hope that the garage can be repaired and secured to use house Police Department evidence. Pictures were provided to help Council better understand the condition of the building.
- b. Mr. Heefner asked Council permission to seek bids to make the necessary repairs to the garage. He projects the cost of repair will be approximately \$12,000.00. He recommends the Borough take a pro-active measures to prevent major repairs in the future. Mr. Segina moved and Ms. Kratzer seconded a motion to allow Mr. Brown to seek three bids for the repair of the garage. The motion was passed by a unanimous vote of Council.
- c. There are several cracks on the steps and wall of the Locust Street Steps as shown in the photographs provided. The Public Works Department will repair the railing, however the issues with the steps and wall must be addressed before they become a safety hazard.

- d. The Department had concerns if and how the housing renovation would affect the wall. Again, there is a need to take a pro-active stance to make these repairs. Mr. Brown will check with Armet Concrete to see if they will bid on the project since the Borough has already worked with them in the construction of the Skate Park. There were suggestions that the Borough could apply for a grant to pay for the repair. Mr. Brown stated that he would speak to his contact at Habitat for Humanities since they are doing the work to rehabilitate the Locust Street Housing Project.

Mr. Wion requested that the Resolution to Establish Special Purpose Parking for Ms. Jacquelyn Randolph be tabled.

Mr. Brown requested Council Approve the Borough's participation in a Rain Barrel Workshop in Partnership with Dauphin County Conservation District on Thursday, June 21, 2018. Mr. Brown explained that this would be another outreach program to get people more involved in the MS4 Waste Water Program. The program will consist of 20 participants, of who will receive rain barrels to encourage use of the information learned at the workshop. Ms. Hodge moved and Mr. Krovic seconded the motion that the Borough sponsor a Rain Barrel Workshop. The motion passed by a unanimous vote of Council.

Mr. Brown introduced discussion regarding the Borough's acceptance of sewage facilities Plan which is located in Swatara Township and the Module Mailer for Mr. Patrick & Ms. Michele Rozman Subdivision at 753 Orchard Drive The request for connecting to the Borough's sewage system has been reviewed by HRG and they stated the connection will not cause a problem for the Borough. With the approval of the engineers, Mr. Brown is requesting that Council approve the use of the sewage system by the Rozman Subdivision which is located in Swatara Township. Ms. Hodge moved and Mr. Heefner seconded the motion that the Borough accept the sewage plan. The motion passed by a unanimous vote of Council.

Mayor Marcinko introduced the discussion about the Canine Donation. Chief Minium had the opportunity to attend a training program offered by Technical Resources for Incident Prevention wire (TRIPwire) which is a division of the Department of Homeland Security. Following the training program, the Steelton Police Department was offered ownership of a trained a bomb certified animal, a donation worth \$35,000.00. This is a **bomb/explosives identifying dog**, not a bite, drug or patrol dog. It will not attack, it is not trained to do that. It will never be used for anything other than what he was trained to do. In addition to locating explosives, he will sit at football games to identify anyone armed with a gun. The Officer Schaeffer is already trained, is a trainer and has agreed to take on a canine partner. He will use two hours each day for grooming the dog. Free services that are a part of the project are: training, veterinary services from the Vetting Zoo in Palmyra and food. Policemen in the Department have already determined that they will make sacrifices to ensure that the dog is properly cared for if the need arises. Insurance will be an additional \$500.00 per year. One problem is that the Department does not have an automobile to assign specifically to Officer Schaeffer. There are several companies willing to donate toward the purchase of a vehicle. Their only requirement is that their names be listed on the vehicle and on the Department website. Chief stated that an old State Trooper car would work very well. Since the Department will take custody of the dog April 1, 2018, a temporary fix will be to put a cage in Car 28. Conversations have been held with other police jurisdictions to discuss sharing canine resources. If Council is in agreement to accept the donation, Mr. Wion

will need to review the Memorandum of Understanding (MOU) to determine that it meets the requirement of Pennsylvania law and current Steelton codes. Ms. Kratzer moved and Ms. Hodge seconded that the Council add the Bomb Sniffing Dog to the Steelton Police Department provided the Solicitor approve the MOU. The motion passed by a unanimous vote of Council.

Public Comments:

Mr. Emmuel Powell, 137 Lebanon Street – Mr. Powell expressed concern that the dump trucks that travel from Franklin Street to Front Street near Winfield Funeral Home raises a tremendous amount of dirt. The level of dirt negatively affects the Funeral Home because they are constantly cleaning the side and from of the establishment because of the dirt. Mr. Powell wanted to know if there was any way that the amount dirt could be reduced by having the trucks covered or by any other means. It seems that traveling on Franklin Street is the only way the trucks can get to Front Street. Chief Minium stated that the Police Department will investigate the matter. He also discussed properties that are in the midst of renovations.

Council Concerns:

Ms. Woods – announced the Easter Egg Hunt to be held on the Steelton High School Football Field from 11:00 a.m.to 1:00 p.m. Saturday, March 24, 2018. There will be arts and crafts, food, Dauphin County Library, games and other interesting things happening at the affair.

Mr. Krovic Thanked persons for coming to the meeting. He reminded people that the Fire Department is still selling Peanut Butter Eggs and Chocolate Pretzels. Easter flowers will be on sale at the Fire House beginning March 28, 2018.

Ms. Kratzer – March 24, 2018 UGI Training for Public Officials.

Mr. Heefner stated that Council should consider approve the addition of speed bumps on Swatara Street. He has noted many instances that could have ended in serious accidents including both pedestrian and automobile. He is having the Department of Public Works research the cost of adding speed bumps. He discussed the need to place meters to measure the actual sanitary sewer usage of Swatara Township, so that the Borough knows how much is being used. At this point, Swatara Township notifies Steelton how much they use. Mr. Heefner requested clarification on how much of the bill is the Steel Mill actually paying the Borough. He heard that they were only paying about 15% of the bill.

Neither Ms. Leggett-Robinson nor Mr., Wion had not comments.

Mr. Brown announced that there was a need for Council to move into Executive Session later in the meeting.

Ms. Marcinko that Saturday UGI Energy Service Training at I.E. Able Hall. She also inquired about pictures from the Habitat for Humanity's Project.

Ms. Hodge thanked persons for attending the meeting. She expressed commendations to Officer Schaeffer for accepting the additional duties required by having a canine partner.

Mr. Segina reiterated the comments made by Mr. Krovic regarding the Fire Department's sale of Eggs, Pretzels and Flowers.

Mr. Proctor thanked persons for coming to the meeting.

Executive Session:

At 9:05 p.m. Mr. Segina moved and Mr. Krovic seconded the motion that Council recess into Executive Session to discuss personnel and legal matters. The motion passed by a unanimous vote of Council.

Council resumed open meeting at 9:06 p.m.

Other Business:

Mr. Segina moved and Ms. Kratzer seconded the motion that the Side Letter to increase the salary of William Kagel by \$1.25 per hour for the duration of 2018 be approved. The motion received a unanimous vote supporting the motion.

Adjournment:

Mr. Segina moved and Mr. Krovic seconded the motion that the meeting be adjourned at 9:06 p.m. By a unanimous vote of Council, the March 19, 2018 meeting of the Steelton Pennsylvania Borough Council Meeting was adjourned.

Respectfully Submitted,



Douglas Brown, Secretary

**STEELTON PENNSYLVANIA BOROUGH COUNCIL MEETING MINUTES
APRIL 2, 2018**

Present:

Brian Proctor, President	Dave Wion, Borough Solicitor
Michael Segina, Vice President	Justin Mendinsky, HRG
Keontay Hodge, President Pro-Tem	Douglas Brown, Borough Manager
Dennis Heefner, Councilman	Anthony Minium, Police Chief
Kelly Kratzer, Councilwoman	Amrinder Singh, Codes Officer
William Krovic, Councilman	Eugene Vance, Fire Chief
Natasha Woods, Councilwoman	Thommie Leggett-Robinson, Exec. Asst.
Mayor Maria Marcinko	

Absent with cause: Nicholas Neidlinger

Council President Brian Proctor called the meeting to order at 6:30 p.m. and led the assembly in the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silence

Several meeting minutes were presented for approval. Their presentation resulted in the following:

February 20, 2018 – Ms. Hodge moved and Mr. Heefner seconded the motion to accept the minutes as presented. The motion carried by a unanimous vote of Council.

March 19, 2018 – Mr. Krovic moved and Ms. Hodge seconded the motion to accept the minutes as presented. The motion carried by a unanimous vote of Council.

March 19, 2018 – Mr. Segina moved and Ms. Woods seconded that the minutes of the Joint Session of Steelton Borough Council and Water Authority be approved with corrections. The motion carried by a unanimous vote of Council.

There were no remarks on Agenda Items.

Mr. Justin Mendinsky made an oral review of the written Monthly Engineer's Report dated March 28, 2018. The following report highlights were presented:

- Storm Water Management Program (MS4) HRG has submitted a response to correspondence received From the PA Department of Environmental Protection (DEP) regarding the Pollution Reduction Plan.
- Midget Baseball Field Project – efforts are continuing to closeout this construction project. The latest correspondence from the Western Surety Company was received April 2, 2018. Mr. Brown coordinated the disbursement of payment to the U.S. Department of Labor for back wages owed by Steele City to four of its employees. Reimbursement to the Borough for this payment will be provided by the County through the Community Development Block Grant Funds allocated to the project.
- Franklin Brown Boulevard Townhome Project – HRG provided no new services on this project.

- Washington Street Sewer Rehabilitation – DeTraglia Excavating Company has completed the American with Disabilities Act ramp requirements and is preparing a schedule for repairing the wearing course street pavement work for presentation to Council.
- 5-Year Capital Improvement Plan – HRG is continuing to gather information regarding the sanitary sewer system.
- Land Development Plan Reviews – Subdivision Plan for Deniz Ak at 550 North Front Street – A letter recommending the plan’s approval has been prepared for presentation at the April 4, 2018 Planning Commission Meeting.
- Sewer Engineering Retainer – The annual Chapter 94 Wasteload Management Report for Calendar Year 2017 has been submitted to the PA DEP for their review and response.
- Conducted a visual assessment of the Borough garages that might be used to house materials for the Police Department. The results of the review have been shared with Chief Minium and a written assessment sent to Mr. Brown. Mr. Heefner stated that the Borough owns the property and intends to sell it, therefore, funds to improve the garage should be kept to a minimum. Mr. Mendinsky recommends that the HRG, Borough staff and a contractor meet on the site and discuss the necessary work and a quote.
- 2018 Roadway Improvement Project – the condition of existing pavement has been reviewed with Borough staff and a visual assessment has been conducted by staff from HRG. Mr. Mendinsky stated that there was money included in the budget and anticipated CDBG funds to support the project. However, since the initial conversation about street repair, other streets that need attention has been identified. Therefore, in addition to determining the needed repairs, the limited budget also had to be considered. The HRG proposals were presented in writing and colored maps so that Council could visually see where and what changes were being recommended. Mr. Mendinsky introduced his co-worker Mr. Matt Lina, who discussed the two proposals developed for this project.
 - There are four target areas:
 - 4th street - from Mulberry Alley to Walnut Street from Columbia Street to Harrisburg Street;
 - Lincoln Street (phase 1) from Harrisburg Street to Front Street;
 - Lincoln Street (phase 2);
 - Q Street - from 2nd Street to 4th Street;
 - Walnut Street - from 2nd Alley to 4th Street
 - Option A – includes in-depth work (including excavation) with an estimated total construction cost of \$372,236.00.
 - Option B - includes minimal work (mill and overlay) with an estimated total cost of \$77,230.00

There was discussion and questions from and among the Council members. Mr. Mendinsky requested that Council study the report and maps and determine what work they would like completed at this time and notify HRG so they can place the work out to bid by summer. Mr. Mendinsky agreed to meet with the Public Works Committee to get their input on the project. There was also discussion about possible funding sources so that the Borough could make the best long-term investment in street improvements. Mr. Seqina moved that the Monthly Engineering Report be accepted as presented. Ms. Hodqe seconded the motion, which was passed by a unanimous vote of Council.

Communication:

The Dauphin County Office of Tax Claim Bureau Notice of Repository Property Sold – 321 S. 4th Street (58-008-005 & 58-008-035)

The Dauphin County Office of County Commissioners Notice of Gaming Grant Award in the amount of \$17,165 for Repayment of Skate Park Loan.

The Dauphin County Office of Tax Assessment sent a Notice of Change in Assessment Correction for 360 Pine Street. The new assessment lowered the Taxable Total from \$ 71,000.00 to \$58,900.00.

The Dauphin County Commissioners sent an Invitation to The 2018 State of the County Address to Be held at 5:00 p.m. Tuesday, April 17, 2018 at the Hilton Harrisburg & Towers. Donations will be accepted on behalf of Christian Churches United of the Tri-County Area.

Unfinished Business:

Mr. Brown presented the information regarding the poor condition of the Borough's dump truck. Three quotes were presented to Council. The quotes were from U.S. Municipal, A & H Equipment and MJR Equipment. The stainless steel bed of the truck is rotting and the truck also needs other repairs. The bed of the truck is rotting to the point that soon it will be unusable. In presenting the bids, Mr. Brown stated that he had discussed the truck needs and bids with Brian Handley and Keith Miller, both of whom recommended U.S. Municipal. Their bid was for \$19,942.86. In addition, the company will assess the hoist. If the hoist continues to be usable, they will reattach it to the truck, if not, the company will charge an additional \$2,915.47 to install a new hoist. None of the other quotes included a provision for the hoist. Mr. Brown requested Council approve of quote for repair of the dump bed for Truck #7. Mr. Heefner stated that he had been told that a new bed would cost \$ 5,700.00. He was curious about the discrepancy in the numbers. Mr. Brown did not have the necessary information to respond to the question. Mr. Heefner asked the cost for purchasing a new dump truck. Mr. Brown stated that a new truck would cost \$100,000.00+. Mr. Segina confirmed the approximate cost of a new truck from discussions held by the Water Authority. Mr. Segina moved and Mr. Heefner seconded the motion that the truck bed be replaced by U. S. Municipal, including the replacement of the hoist, if absolutely necessary. The motion was passed by a unanimous vote of Council.

Mr. Wion presented a resolution to establish a Special Purpose Parking Permit for Ms. Jacquelyn Randolph at 242 North Second Street. The initial request for approval of the Parking Permit was denied because additional footage was needed to meet the ordinance requirement of 20 feet. A second street study was conducted and footage from 244 North Second Street was included in the measurements, thus allowing the additional space to meet the required footage. Mr. Wion also stated that Human Rights Commission Litigation will be resolved by taking this action. Mr. Segina moved and Mr. Heefner seconded the motion that Resolution 2018-R-9 granted a Special Purpose Parking Permit Jacquelyn M. Randolph be approved. The motion was passed by a unanimous vote of the Council.

Mr. Brown stated that Josh Sherrid, the Borough's Emergency Management Coordinator is in the process of updating the Emergency Response Plan. Mr. Sherrid recommended that the Mayor, all members of Council and identified staff persons take the 100 and 700 level **National Incident Management System Training (NIMS)**. Mr. Sherrid has provided links for the classes to be taken on-line. President Proctor informed persons that they should contact Mr. Brown for further information. Certificates will be issued when classwork is completed. Mr. Brown would like a copy of the certificate for the record, so that he can make a list of persons who have completed the training. Ms. Marcinko stated that training units 100, 200 and 700 are required in order for the Borough to receive financial aid if involved in an incident.

Mr. Heefner and Mr. Segina provided an update on Street Sweeper Ordinance. Mr. Heefner yielded to Mr. Segina to make the report. Mr. Segina reported that the Ordinance has been placed in the newspaper and on the website with maps that he created. He also added a Google map. Mr. Segina, Mr. Heefner, Mr. Kroger from the Public Works Department will hold a small Town Hall meeting April 10, 2018 at 7:00 p.m. at the church on the East End. Mr. Brown will notify the residence about the meeting and the opportunity to have their questions answered. Mr. Segina stated that the Ordinance is scheduled to be submitted to Council for vote April 16, 2017.

Mr. Brown presented Resolution 2018-R- 10 to Council for approval. The resolution included the designation of persons required to file a Statement of Financial Interest as detailed in PA Ethics Act, Act 170 of 1978. Those persons include specified current and some past public officials and public employees. Ms. Hodge moved and Mr. Krovic seconded the motion that **Resolution 2018-R-10** be approved. The motion was passed by a unanimous vote of Council.

Mr. Brown informed the Council that it is time to negotiate a new Franchise Agreement with Comcast. He requested Council approve the engagement of Cohen Law Group to renegotiate the Cable Franchise Agreement. Mr. Wion stated that he believes that The Law Group is the best firm to work on this project since it works with several municipalities to negotiate the best price for the group. Ms. Hodge moved and Mr. Segina seconded the motion that the Borough join the other members of **Capital Region Council Of Governments (COG)** by engaging Cohen Law Group to renegotiate the Comcast Franchise Agreement. The motion was passed by a unanimous vote of Council.

As Chair of the Personnel Committee, Ms. Hodge presented an Employee Complaint Form and accompanying procedures. The Form has been reviewed by legal and labor personnel and both have approved the use of the form. Several Council members had suggestions on how the form should be changed, however, President Proctor stated that this is an in-house complaint form and the inclusion of the Union Representative would be the next step. Chief Minium asked if this form would also be for the Police Department since they already have a Complaint Report. The response was that the Police Department should continue using their form. Mr. Heefner moved and Ms. Woods seconded the motion to approve the use of the Employee Complaint Form. The motion passed by a unanimous vote of Council.

Chief Minium requested consideration on naming towing services for use by the Police Department. The last Ordinance on the towing was approved in 2001 and the agreement was with Ritchey's Towing, which the Borough has not used since 2008. The managers of the towing company stated that in 2008 they received a letter ending the contract. The company is not sure who initiated the letter. Chief is asking if the Ordinance can be updated to add two other companies which will give the Department a choice in of companies to use for towing. President Proctor stated that the issue was discussed before. Chief stated that he has not received any direction since he presented the matter at the January 28, 2018 meeting. In response to a question from a Council person, Chief stated that he emailed the names of two companies to Mr. Wion. Those companies were Mars Towing and Daily's Towing in Middletown. Both companies are low cost. In response to a question from Ms. Hodge, Chief stated that the Department is currently using Mars Towing, however he would like to have a choice of towing services, so he is requesting permission to include Daily's Towing Service. Mr. Wion stated that he thought there was discussion of sending the issue to one of the Committees or he would look into the matter. He has not had the opportunity to actually speak with the Chief and requested that he sit down with Chief and the Mayor to discuss some issues. Mr. Wion recommended that in the meantime, the Department continue to use the company they have been using.

Chief discussed the need for storage space. He spoke to two different tow truck drivers who informed him that a car could not be towed and placed in the garage off River Alley because of the way the building sat on the property. Therefore, that garage is no longer an option. He received two other suggestions. One was using space at the Highway Department. A bay is located there and the only impediment to using it is the need to build a fence. He stated that dog kennels could also be placed there for use during the 72 hour dog hold that is done before taking the dog to the Humane Society. He noted that delaying the move to the Humane Society reduces expenses for the Department. The second suggestion was to install a six foot fence on the parking lot of the Frederick Douglas Municipal Building. Ms. Hodge noted that the liability of using that space is high, because there is no physical structure to protection for the vehicle or evidence from the elements. Also the location would not provide the necessary security. When the suggestion about using an area at the Water Plant was raised, Chief expressed concern about the probability of burglars breaking into the Water Plant. Chief Minium stated that the garage toward the river would be the perfect location to meet the Department's needs. There is enough space to tow an automobile in the bay, it could hold two kennels, and it is a secure place. Mr. Heefner stated that he had talked to Keith Miller about using one of the bays at that garage. Mr. Miller informed him there was no place to park an additional vehicle because of the importance of ensuring all the trucks are parked in the garages. Following additional discussion, Ms. Hodge moved that the Police Department be approved to use the far garage until further notice or until there is a decision that the trucks absolutely must be parked in a garage. Mr. Krovic seconded the motion which was approved by a unanimous vote of Council.

Public Comments:

Susan Spangler, 2047 South Third Street – Ms. Spangler brought four concerns to the Council:

- a) Ms. Spangler thinks the street cleaning in the East End is a good idea, however it will be inconvenience a lot of people, especially the elderly, persons with disabilities and persons who work. Recently there was a lot of confusion concerning whether or not there would be opposite street parking, however, the information on the Borough web-site clarified the concerns.
- b) What are the steps necessary to get an assessment of a street? McKinley Street is really bad with holes, unevenness and it seems to be sinking. In trying to pinpoint the location of the problem, Ms. Spangler stated that it was located between 2nd Alley and 3rd Street.
- c) Ms. Spangler has talked to Mr. Brown regarding the street light and will follow his instructions regarding getting that issue resolved.
- d) She asked about the Ordinance regarding driving golf carts and lawn mowers being driven in the street. She wanted to know if they needed lights, seat belts or what the requirements were. Ms. Hodge stated that she though in order to drive in the street, that form of transportation was required to be registered. Lawn movers can be driven to work on several lawns in one area. It is illegal to drive a golf cart in the street. Mr. Medinsky stated that HRG is getting request from staff requesting HRG complete road assessments. Mr. Heefner stated that the Borough plans to work on the alleys. The Borough has a machine that can lay the asphalt in the alleys.

Veronica Supan 2604 South Fourth Street – Ms. Supan reviewed the ordinance on the web-site, was able to follow it and thinks it is a good plan. She has always wondered why people on the East End had never been required to remove their vehicles for street sweeping since with the vehicles parked on the street, the sweeper carries trash that eventually gets into the gutters because they have to work around several automobile. She hopes people come to meeting so they can understand what is happening. Ms. Supan asked whether or not the alley work would occur in 2018 or 2019. Mr. Heefner responded that he was unsure because he had not prepared a schedule. Ms. Supan reported that between 3rd Alley Bridge & Baldwin Street the garbage trucks have torn up the street.

Council Concerns:

Ms. Kratzer reported that she, Mayor Marcinko, Mr. Segina, Fire Chief Vance and several fire fighters attended the UGI 1st Responder Training. She recommends that persons take advantage of future training events because the training was good as well as beneficial. Ms. Kratzer requested that a letter be provided stating that the Steelton Pennsylvania Volunteer Fire Department owns the new Fire Truck. Mr. Segina stated that if the name of the Fire Department cannot be added to the loan papers, Mr. Wion will need to develop a written agreement between the Borough and the Company stating that the truck must be given to the Volunteer Fire Department.

Mr. Heefner reported that he received a call from Mayor Acri regarding the sewer smelling water that gets into the Italian Club. The water running into the Club has been a long standing issue and Mr. Heefner wondered how Washington Street was the first water/sewer/waste water repair completed. Mr. Mendinsky reported that the preliminary design created by HRG in 2012-13 had included several streets. The cost of getting all the repairs completed exceeded the

budget. In addition, there were CDBG funds specifically designated to be used toward the completion of the Washington Street Project. Efforts will be made to determine exactly what is causing the problem at the Italian Club.

Ms. Woods – March 31, 2018 was the date of a very successful Easter Egg Hunt. Three thousand eggs were gone in five minutes. She thanked everyone who helped with the project. The Community Garden Meeting and Work Day will be held April 21st at 11:00 a.m. at Municipal Park.

Mr. Krovic thanked persons for supporting the Easter Egg Hunt. Several local businesses donated certificates which were given to the children.

Mr. Wion – reminded Council that it needs to move into Executive Session to handle legal matters.

Ms. Hodge – thanked persons for attending the meeting.

Mr. Segina had no additional comments.

President Proctor – thanked everyone for coming out to the meeting. Discussed the need for Committees to function

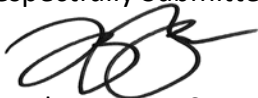
Chief Vance- Thanked persons for supporting the Easter eggs, pretzels and flowers project.

Chief Minium – Thanked Costco’s for free dog food for the canine. He reported that Penn State Medical Center, Children’s Hospital has applied for grant on behalf of Steelton Borough with the opening of the Skate Board Park. They are hoping to purchase helmets, pads, and skate boards. They applied for a \$10,000.00 for the project. He requested Council approve Explosive Training by TRIPwire April 20, 2018. Mr. Segina moved and Ms. Hodge seconded the motion to approve explosive training by TRIPwire April 20, 2018. The motion passed by a unanimous vote of Council.

Mr. Segina moved and Ms. Hodge seconded the motion that the Council recess into an Executive Session at 8:05 p.m. The motion passed by a unanimous vote of Council.

The Council moved back into Public Session at which time Ms. Woods moved that the meeting be adjourned at 8:15 p.m. The motion was seconded by Mr. Krovic and was passed by a unanimous vote of Council.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda

April 2, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting:

March 19th Council Meeting

March 19th Joint Authority-Council Meeting
Minutes

Public Comment of Agenda items only:

Presentation:

Justin Mendinsky

Monthly Engineer's Report and
Related Action Items

Communication:

Dauphin County Office of Tax Claim Bureau

Notice of Repository Property Sold –
321 S. 4th Street

Dauphin County Office of County Commissioners

Notice of Gaming Grant Award for
Repayment of Skate Park Loan

Dauphin County Office of Tax Assessment

Notice of Change in Assessment

Dauphin County Commissioners

Invitation to State of the County
Address

Unfinished Business:

Mr. Brown

Approval of Quote for New Dump
Bed for Truck #7

Mr. Wion

Resolution 2018-R-___ Establishing
Special Purpose Parking for Ms.
Jacquelyn Randolph

Mr. Heefner/Segina

Update on Street Sweeper
Ordinance

New Business:

Mr. Brown

Need for NIMS Training for Council and Employees – Take at Least 100 and 700, Senior Officials

Mr. Brown

Resolution 2018-R-___ Providing List of Officials Required to Submit Ethics Statement to Steelton Borough

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

- Approval of Conciliation Agreement with HRC/HUD RE Randolph Parking

Other Business:

Ms. Hodge

Approval of Employee Complaint Form and Procedure

Adjournment:

BOROUGH OF STEELTON PENNSYLVANIA COUNCIL MEETING MINUTES
April 16, 2018

Present:

Mr. Brian Proctor, President	Mayor Maria Marcinko
Keontay Hodge	Dave Wion, Solicitor
Dennis Heefner	Douglas Brown, Borough Manager
Kelly Kratzer	Amrinder Singh, Codes Officer
William Krovic	Anthony Minium, Chief – Police Department
	Stephen Brubacher, Jr. – Fire Department

Absent with Cause: Mike Segina, Natasha Woods, Nicholas Neidlinger

President Brian Proctor opened the meeting at 6:31 p.m. and led the body in the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silent Reflection.

After reviewing the minutes of April 2, 2018, Mr. Heefner moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of Council.

After review of the March 2018 schedule of billing, requisitions and change orders, Ms. Kratzer moved and Mr. Krovic seconded the motion that the report be accepted as presented. The motion passed by a unanimous vote of Council.

The following **Departmental and Committee Reports** were made:

Fire Department and Ambulance submitted a written statistical report. In addition the Department had asked permission to use 24-26 Frank Brown Boulevard. Mr. Brubacher explained that they wanted to practice roof cutting and other realistic training to benefit the volunteer staff. Mr. Brubacher asked how long the building would be available for use. Hopefully, the demolition would occur May 2, 2018. The Fire Department will schedule their training before that date.

Police Department submitted a written statistical report and had no additional comments.

The Department of Public Works submitted a written statistical report. In addition the Committee Chair, Mr. Heefner shared additional information. He stated that the Department has started repairing potholes and mulching. Although at the last meeting, Council voted to use the last bay at the Public Works garage for Police parking, the decision was made without full knowledge of the garages. Mr. Heefner reported that there is no garage space available for use by the Police Department because Public Works keeps their trucks in garage full time because they use diesel fuel. He and Mr. Segina discussed the matter and recommended the Borough purchase a garage for Police

Department use for approximately \$6,000.00. During their conversation, Mr. Segina thought a two bay garage would be better, however the cost of the garage would double and would be a stretch on the budget at this time. The two determined that a one bay garage would serve.

Codes Department – a written statistical report was submitted. Mr. Singh made no additional comments.

NEDC Committee – in the Chairperson’s absence, no report was made.

Junior Council – in the Junior Councilperson’s absence, no report was made.

Recreation, Parks and Events Committee – in the Chairperson’s absence, no report was made.

Mayor’s Report:

- Chief Minium received a \$5,000.00 check and the Dutch Club donated \$100.00 toward purchase of a canine car.
- The Mayor, Mr. Wion, Chief Minium, Detective Shaub and Officer Snyder met to discuss updating the current Special Purpose Parking Permit rules. She is pleased to report that Officer has completed the required training and will not be conducting the street studies for the Permits.
- Commercial trucks parked on Front Street in Steelton.
- Attended the Public Works Department meeting where there was a discussion regarding East End parking for sweeper. She had received calls asking if persons could park back in their spots once the sweeper passed. It was concluded that the street must be vacant for the entire 2 hour time period listed on the sign.
- The Mayor has been in touch with both the Fire Department and Police Department regarding things needed to improve their financial situations. Both Departments will hold fund raisers - the Fire Department to raise funds to put toward new fire truck and the Police Department to purchase the needed canine vehicle.

Borough Manager’s Report – Mr. Brown reported:

- ✓ The Medical Cannabis Dispensary will have final State inspection April 18, 2018. It has completed and passed all other inspections. The Ribbon-Cutting Ceremony will occur April 20, 2018. Time to be announced.
- ✓ Mr. Brown thanked Council, individuals and other municipalities for sending letters regarding the tractor trailer trucks parking on Cameron Street. The practice has been stopped, which makes entering the Borough safer.
- ✓ He is working with the Emergency Management Coordinator to update the list of persons with disabilities that might need additional help during a state of emergency. The information obtained will be shared with the EMS so they can be aware of where those persons are located within the Borough.

- ✓ He is in the process of making a list of Council Members and others that need to take the Emergency Management training the four courses.
- ✓ The Cottage Hill Fishing Association has requested the use of the Steelton Boat Dock July 6-8, 2018 for their Annual Fishing Tournament. The group has held this event at the Boat Dock for the past 30+ years.

Mr. Heefner asked what kind of traffic study has to be performed to determine whether or not a vehicle can be restricted from parking on the street and how much does it cost. Mr. Wion stated that in order to prohibit or disallow a vehicle of a certain weight to operate on that street, an engineer must complete a study of the street. The engineer must determine how much weight the street can bear before the road is destroyed and the weight load of a vehicle traveling on that road can be determined. Since Cameron/Front Street is supervised by the PA Department of Transportation (PennDot), they follow their own process to determine the weight limits. Mr. Heefner stated that in the past it was decided that since a tractor trailer took up two parking spaces it would not be allowed to park on the street. Mr. Wion responded that he did not know about that rule or how it was determined. Chief Minium stated that when there were parking meters on Front Street, the large vehicles had to pay for the spaces they required. Mr. Heefner stated that he asked because he wanted to know how the issue is currently being handled within the Borough. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the reports be accepted as presented. The motion passed by a unanimous vote of Council.*

The President called for public comments of agenda items. There were no comments.

The following **Communications** were received:

The Cohen Law Group wrote to update Council on the Verizon Cable Franchise Agreement negotiations.

HRG provided a copy of the Chapter 94 Wastewater Management Report for Calendar Year 2017. This report fulfilled the requirement from the Department of Environmental Protection that Steelton Borough file an annual report.

The Capital Region Council of Governments sent a packet of information in preparation of their April 16, 2018 meeting.

The Pennsylvania Association of Boroughs sent documents regarding Deferred Compensation for Borough Employees.

The Pennsylvania Association of Boroughs requested nominees for the 36th Annual Road and Bridge Safety Award.

Salzmann Hughes, PC sent the proposed Distribution of Capital Region Water/Harrisburg Municipal Settlement Funds for 2018.

The Steelton Highspire School District sent an invitation to attend the National Network of Partnership School Meeting.

The Pennsylvania Department of Labor & Industry, Division of Vocational Rehabilitation send information regarding their Early Reach for Students with Difficulties Program.

Detective Shaub sent a letter rejecting the Application for Special Purpose Parking Permit submitted by Mr. Joseph Ramano because the designated area does not meet current parking rules.

Unfinished Business:

Ms. Kratzer stated that the Finance Committee met and reviewed the responses from the Request for Proposals to award the Proposal for Investment Management Services for Steelton Borough's Uniform and Non-Uniform Pension Plans to PFM Asset Management. Mr. Wion stated Council would be accepting the recommendation of the Committee. Other procedural steps will need to be completed before the contract can be finalized. Ms. Kratzer moved and Mr. Heefner seconded the motion that Investment Management Services be engaged to provide Investment Management Services. The motion passed by a unanimous vote of Council.

Mr. Heffner stated a Town Hall Meeting was held with the residents of the East End. Mr. Segina, Mr. Krovic and the Mayor also attended the meeting. The conclusion is that the majority of the East End residents do not want postings for street sweeping. The residents have no problem with the current schedule, however there are some residents who do not move their automobiles when street sweeping is scheduled, therefore debris piles up and is unsightly. The residents who attended the meeting had several suggestions: keep the current schedule but use parking cones or signs in those areas where persons do not heed the "no parking" for street sweeping, send out monthly notices reminding them not to park on those streets on a during certain hours on a particular day or allowing persons to park on their lawns for that specific period only. Mr. Krovic asked if another meeting could be scheduled since attendance at the meeting was low. Mr. Heefner stated that he did not believe another meeting should be scheduled and stated that the residents' suggestions seemed reasonable. He further stated that he would talk with Public Works staff regarding how the suggestions might be accomplished. Mr. Wion stated the Ordinance prepared for approval at this meeting could be revised to ensure that the Borough is legally covered with whatever action is determined. Mayor Marcinko suggested that the current parking requirements be kept in place but observed on a monthly rather than a weekly basis. Mr. Heefner moved that the proposed ordinance be tabled pending a decision regarding the language of the ordinance. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.

Mr. Brown presented information regarding the proposed Memorandum of Understanding (MOU) with the Dauphin County Redevelopment Authority and the SCEC At this time the proposed MOU is being reviewed by our consultant, Mr. Musser, who is to ensure that everything agreed upon is included in the MOU. A committee will be appointed (two persons from the DCRA, SCEC and Council) to review all proposals submitted for the Front Street Redevelopment Project.

New Business:

Ms. Kratzer stated that some of the insurance on the Fire Department is covered by H.A. Thompson with additional coverage provided by the Robert Herr Agency. After review, the Finance Committee recommends the insurance for the Fire Department be consolidated under the Robert Herr Agency. Mr. Wion suggested the issue be tabled for now. He explained that the Fire Department is a separate entity and should make the decision regarding insurance coverage even though the Borough finances their purchase. He added that Mr. Brown will review and determine what coverage currently provided by the Borough and bring that information for review and discussion. The Fire Department should review the policies, make a decision and provide their decision to the Finance Committee. Ms. Kratzer moved that the recommendation regarding insurance for the Fire Department be tabled. Mr. Krovic seconded the motion, which passed by a unanimous vote of Council.

Mr. Brown requested that Council approve the Community Development Block Grant (CDBG) Agreement with Dauphin County to continue the Codes Project. The Borough is required to sign an agreement with Dauphin County regarding the use of CDBG funds. It is now time to sign an agreement to receive the \$50,000.00 grant for the Codes Department. Mr. Heefner moved and Mr. Krovic seconded the motion to continue the agreement with Dauphin County. The motion passed by a unanimous vote of Council.

Mr. Heefner presented the Public Works Committee recommendation regarding the resolution of the Blueberry Alley Storm Water problem. The President of the Italian Club contacted Mr. Heefner regarding the pipe break and the continued increase of flooding it causes in the Club. Mr. Heefner discussed the problem with Brian Handley, who stated that Borough staff could make a stopgap repair of the crack for approximately \$5,000.00. President Proctor requested Mr. Heefner prepare a list of those projects staff feel can be completed by the Borough. The list should include the specific repairs and cost of the repairs. The President requested the information be presented at the next Council meeting.

Mr. Wion requested Council approve **Resolution 2018-R-11** granting Mr. Walter Sanchez a Special Purpose Parking Permit. Mr. Sanchez has met all the requirements of the parking law. Mr. Heefner moved and Mr. Krovic seconded the motion that Mr. Sanchez's request for a Special Purpose Parking Permit be granted. The motion passed by a unanimous vote of Council.

Mr. Heefner led Council's discussion on the storm water issue at Barbush Property. Mr. Heefner referred to the photographs included in the Council packet. Mr. & Mrs. Barbush's property is being damaged by the storm water and debris that runs onto their property. The Borough has made unsuccessful attempts to make long-term repairs to the area. Brian Handley stated that there was some work that could be done by Borough Staff to resolve the problem for approximately \$5,000.00. Mrs. Barbush was came forward to discuss the issue from her perspective. She stated that the problem has been ongoing since 2005. The Borough has fixed the yard each of the six times the yard has been damaged. She stated that the Borough told them that a maintenance plan would be installed, but the installation has not occurred. Mrs. Barbush believes that the plan presented by Mr. Heefner would resolve the problem because the debris would not come onto the property. President Proctor requested that Mr. Heefner present a specific plan, including the actual cost of the project.

Public Comments:

Caroline Trevey, 333 R Street –expressed her frustration with snow removal on her block. She request that the snow plow removes snow as close to the curb as possible on both sides of the street, not just one side as it has done in the past. She also ask that the backhoe driver not put the pile of snow in her driveway.

Cheryl Powell, 321 Lebanon Street – sought information regarding why the East End residents do not want street sweeping in the area. Mr. Heefner stated that the residents do not believe their streets get dirty or most of them take care of the issues themselves. Ms. Powell stated she had wanted to know what the problem was with signage.

Brenda Bird, 2194 S. 4th Street – attended the meeting and stated that the concerns were not so much with signage but with the schedule for extra cleaning. The streets on the East Side do not get as dirty as the other streets because there is not a lot of traffic on that end of town. She stated that instead of more cleaning, perhaps the funds could be better used for snow plowing. Mr. Heefner stated that he received calls regarding snow plowing. He addressed those issues with Borough staff and the problem has been resolved for next year.

Emmuel Powell, 321 Lebanon Street – suggested the Borough use one of the Borough’s vacant lots and build a garage for \$1,200.00 instead of spending \$6,000.00 to purchase one.

Council Concerns:

Ms. Kratzer expressed concern regarding the 400 block of Swatara Street. She also asked that Council be advised of activities scheduled in the Borough before they are advertised and/or placed on social media. Mr. Brown agreed to keep Council better informed.

Mr. Heefner is concerned about a report from Brian Handley that the Borough is processing more solid waste than Swatara Township is paying for. He would like to have flow meters installed for a quarterly reading instead of the one month reading done before. He believes it will provide a better sense of what is happening and increase the Borough’s revenue if it is losing money because the Township is not paying its share of the bill. Mr. Heefner is also concerned about information he received from Brian Handley that the mill gets a discount on their sewer bill. He thought their rates were the same as the residents. Mr. Brown explained that they pay the commercial rate rather than the residential rate. Also, the % they pay is based on the waste water as sanitary water to cool down. Mr. Heefner is concerned about the poor condition of the store front buildings on Front Street in the area of the Steelton Pharmacy. He would like to see the empty building look their best as opposed to their current deplorable condition. The President explained that the look of those properties has been a concern for some time, however, it has been difficult to get the property owners to fix up the front of the buildings. Mr. Singh added that the current codes do not cover some of the areas that would remedy the blighted condition of the buildings. Finally, Mr. Heefner attended a meeting regarding the problem of slowing down traffic on Swatara Street. He was impressed with the tone of the meeting and feels like progress is being made. In closing he mentioned the fantastic job the Fire Department did on a large fire in the area.

Mr. Krovic thanked persons for attending the meeting and gave Kudos to the Fire Department for their great work.

Mayor Marcinko reiterated Ms. Kratzer's remark regarding the need for details of events scheduled in the Borough to be shared with Council members and staff prior to announcements being made in the community. The Mayor expressed appreciation and thank you to the Steelton Fire and Police Departments as well as the Mutual Aide Companies.

Mr. Brown reminded Council of the need for an Executive Session to discuss personnel matters.

Neither Mr. Wion nor Ms. Hodge had additional concerns to discuss.

President Proctor thanked persons for attending the meeting.

Ms. Hodge moved that Council move into Executive Session at 7:39 p.m. The motion was seconded by Mr. Krovic and received a unanimous vote of Council.

Council returned to open session.

Mr. Brown recommended Mr. Jacob Dohman be hired for the part-time Property Maintenance Officer Position. Mr. Heefner moved and Me. Krovic seconded the motion which passed by a unanimous vote of Council. Mr. Dolman will receive a salary of \$14.00 per hour beginning April 30, 2018.

Two proposed actions, one submitted by Mr. Heefner and one by Mr. Brown were referred to the Personnel Committee. The issues were to hire a Public Works Laborer in preparation for a retirement. The other issue concerned the hiring of a Water Distribution Laborer.

Mr. Heefner moved and Mr. Krovic seconded the motion that the Borough of Steelton Pennsylvania Council Meeting be adjourned at 8:03.p.m. The motion passed by a unanimous vote of Council.

Respectfully submitted,



Douglas Brown, Secretary

The Steelton Borough Council Meeting Agenda

April 16, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Reflection: Mayor Maria Marcinko

Approval of minutes from previous meeting: April 2, 2018

Public Comment of Agenda items only:

Approval of schedule of billing, requisitions, and change orders as presented for: March 2018

Approval of Department Reports:

Fire Department and Ambulance – Written Report
Police Department - Written Report
Public Works - Written Report
Codes Department - Written Report
NEDC Committee - Oral Report
Junior Council - Oral Report
Recreation, Parks and Events Committee - Oral Report
Mayor’s Report – Oral Report
Borough Manager Report – Oral Report

Presentation: None

Communication:

Cohen Law Group

Update on Verizon Cable Franchise Agreement

HRG

Chapter 94 Wasteload Management Report for Calendar Year 2017

Capital Region Council of Governments

Package for April 16, 2018 meeting

PA State Association of Boroughs

Deferred Compensation Documents

PA State Association of Boroughs

36th Annual Road and Bridge Safety Award Nominations

Salzmann Hughes, PC

Proposed Distribution of CRW/Harrisburg-Municipal Settlement Funds for 2018

Steelton-Highspire School District

National Network of Partnership
School Meeting.

PA Depart. Of Labor & Industry – Vocational Rehabilitation

Early Reach Academy for Students
with Difficulties

Detective Shaub

Joseph Ramano Request for Special
Purpose Parking Permit

Unfinished Business:

Mr. Segina

Finance Committee
Recommendation to Award Proposal
for Investment Management
Services for Steelton Borough's
Uniform and Non-Uniform Pension
Plans to PFM Asset Management
LLC.

Mr. Segina/Heefner

Update Related to Draft Street
Sweeper Ordinance Pursuant to
Town Hall Meeting Held on April
10th

Mr. Wion

Consideration of Ordinance 2018-
Establishing Street Sweeper
for the East End

Mr. Brown

Update on North Front Street
Redevelopment MOU

New Business:

Mr. Segina

Finance Committee
Recommendation to Move Fire
Department Insurance to Robert
Herr Agency

Mr. Brown

Approval of CDBG Subrecipient
Agreement with Dauphin County for
Codes Project

Mr. Heefner

Public Works Committee
Recommendation Regarding Fixing
Blueberry Alley Storm water Issue

Mr. Wion

Resolution 2018-R-__ Special
Parking Permit for Walter Sanchez.

Mr. Heefner

Discussion of Stormwater Issue at Barbush Property

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel Issues and Pending Litigation.

Mr. Brown

Recommendation to Hire Mr. Jacob Dohman for Part-Time Property Maintenance Officer Position

Mr. Heefner

Recommendation to Hire New Public Works Laborer in Preparation of Retirements

Mr. Brown

Discussion of Water Distribution Laborer Position

Other Business:

Adjournment:

Steelton Borough Council Agenda

May 7, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting:

Regular Meeting of April 16th, 2018

Special Joint Meeting – April 25th, 2018

Public Comment of Agenda items only:

Presentation:

Mr. Wenger

Amendment to RFP for Purchase of Wastewater Assets to Allow for Additional Alternate Bid

Mr. Wenger

Amendment to RFP for Purchase of Wastewater Assets to Provide for Lease of Sewer Pump Stations

Lori Mitzel, Fair Districts Dauphin County

Request to Pass Resolution Creating Independent Citizens Redistricting Commission

Justin Mendinsky

Monthly Engineer's Report and Related Action Items

Communication:

Steelton Borough

Pension RFP Response/Notification Letters

Suez

Thank You Letter

Industrial Appraisal Company

Summary Reevaluation of Insurance Values

APA Department of Auditor General

Liquid Fuel Tax Fund

Greater Harrisburg Association of REALTORS

Invitation to Municipal Breakfast

Rodica Mihalis

Requesting Council Approve Outdated Codes

Mr. Singh

Follow-Up 5 Year Labor and Industry

Accessibility Audit

Unfinished Business:

Mr. Heefner

Proposal for Metering Swatara Sewer Flows

Mr. Heefner

Approval of NOE with HRG for Selected Paving Projects

Mr. Brown

Review of Mowing Proposals

New Business:

Mr. Proctor

Steelton Fest Related Agreements:
UPTOWN BAND
Voyager Music Stage, Sound, Lighting, Barriers

Ms. Woods

Updated Facilities/Park/Streets Request Form and Process

Mr. Brown

Approval of APPI Energy Rate Lock In

Mr. Segina

Authority Water/Wastewater Bill Review Committee Recommendations:
William Gabner, 141 Frank Brown Blvd
Kevin Maddox, 320 Ridge Street

Mr. Brown

Release of RFP for Supplementary Maintenance and Beautification Services

Mr. Heefner

Request to Install Piping to Fix Storm Water Drainage Issue on Spruce Street

Mr. Singh

Request to Proclaim May 2018 Building Safety Month

Mr. Heefner

Request to Fix Storm Water Pipe at Blueberry Alley

Mr. Brown

Request to Close Bailey Street and Hold Community Day on May 26th

Mr. Brown

Request to Reserve Skate Park for Competition – June

Mr. Brown

Request from Pennbrook to Develop MOU
for Periodic Use of Sewer Vac Truck

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Adjournment:

BOROUGH OF STEELTON PENNSYLVANIA COUNCIL MEETING MINUTES
May 7, 2018

Present:

Mr. Brian Proctor, President	Maria Marcinko, Mayor
Mike Segina, Vice President	Dave Wion, Solicitor
Keontay Hodge, President Pro-Tem	Douglas Brown, Borough Manager
Dennis Heefner	Amrinder Singh, Codes Officer
Kelly Kratzer	Eugene Vance, Chief – Fire Department
William Krovic	Thommie Leggett-Robinson, Exec. Asst.
Natashia Woods	

Absent with Cause: Nicholas Neidlinger Anthony Minium, Chief – Police Department

President Brian Proctor opened the meeting at 6:31 p.m. and led the body in the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silent Reflection.

Council reviewed the minutes of the Regular Meeting of April 16th, 2018. *Mr. Segina moved and Mr. Krovic seconded the minutes be approved. The motion passed by a unanimous vote of Council.*

Council reviewed the minutes of the Special Joint Meeting of April 25, 2018. *Ms. Woods moved and Ms. Kratzer seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of Council.*

There were no public comments on agenda items.

Presentations:

Mr. Jay Wenger, from Susquehanna Group Advisors, Ms. Kathy Pape and Mr. Adeolu A. Bakare from McNees, Wallace & Nurick, LLC were present to discuss recommended amendments to the Request for Proposals for the Purchase of Wastewater Assets. The amendments would allow additional Alternate Bids and allow the lease of the Sewer Pump Stations. Following the information sessions and tours of the property by persons interesting in bidding on the Wastewater Assets, there were discussions and questions raised by the potential bidders. These sessions ended in the recommendations of three modifications. Mr. Wenger, Ms. Pape and Mr. Bakare were present to present the recommendations and answer questions from the Council.

- a) The first bid release include the agreement not to raise rates for six years. It is recommended that clause be changed to allow an increase in rates immediately. While Review Committee may not accept a bid that ask for an immediate rate raise, the Borough will know if and how much the difference in the bids will be if the potential buyers have that option.

- b) This recommendation only affects the Borough. The Borough owns three sewer pump stations and the land upon which some of the pump stations are located. At this point, Borough Codes state that the bid for the land must go to the highest bidder if the property's value is more than \$1,500.00. It is possible that with the pump stations and land included might exceed the stated amount, thus leaving the Borough with no option than to accept the highest bidder, who might not offer the best bid for the Borough. Therefore, the consultants recommend that the Borough lease the three pump stations to the bidder, rather than include them in the bid. Mr. Heefner noted that there are two diversion chambers, one of which is located on mill property. Ms. Pape noted that one of the pump stations is located on mill property. He also explained that there are two diversion chambers, which belong to the Borough. He asked what will happen to the diversion chambers located on the land. The consultants will do further research and find a resolution to this issue.
- c) The consultants recommend the Borough allow proposed bidders two alternatives for purchasing and maintain the existing levels for six years following the closing date and phase-in rates after expiration of the stay out period. After receiving feedback from potential buyers, the consultants are recommending bidders be allowed two options. They could keep the six year rate stay-out or not keep the six year stay out rate. The change will allow the Water Authority and Council to assess the impact of the six year stay-out on the purchase price and determine whether or not to keep the stay-out period.

Following discussions with the consultants:

Mr. Heefner moved and Mr. Krovic seconded the motion that Council accept the Amended RFP allowing additional time for bid submissions for purchase of the Wastewater Assets and to allow the alternative six year rate stay-out period to be added to the RFP. The motion passed by a unanimous vote of Council.

Mr. Krovic moved and Ms. Woods seconded the motion that Council accept the Amended RFP for the purchase of the Wastewater Assets to allow leasing of the Sewer Pump Stations. The motion passed by a unanimous vote of Council.

Ms. Lori Mitzel, Fair Districts Dauphin County approached Council requesting that it participate with other municipalities in Pennsylvania to pass a Resolution Creating an eleven member Independent Citizens Redistricting Commission. Since Ms. Mitzel lives in another county, she brought two Steelton residents, Mr. Roberts and Mr. Dawkins, to attend the meeting with her. The purpose of the Commission is to provide a non-partisan, citizen led statewide coalition to create an independent citizen re-distributing commission. At this time, the legislature selected two Republicans and two Democrats and one person was selected by the Pennsylvania Supreme Court. There was no public input in the redistricting decision-making. The results of the current system allows the legislature to select their voters as opposed to the voters selecting their legislators. This does not meet the intent of the Constitution and does not. Ms. Hodge clarified that Ms. Mitzel is requesting Council support the idea of developing legislation for a citizen based Committee to work on the redistribution of legislative voting districts. Following Ms. Mitzel's presentation, Mr. Segina moved that the Council approve the development of a

resolution to support the Independent Citizens Redistricting Commission. Ms. Hodge recommended the matter be referred to the NEDC Committee for review and recommendation to Council. Ms. Mitzel was invited to attend the Neighborhood and Economic Development Committee meeting which is scheduled to meet May 22 at 6:30 p.m.

Justin Mendinsky from HRG presented the Monthly Engineer's Report for the April 3, 2018 through May 2, 2018 time period. His written report was supplemented by some oral explanations.

- ✓ Storm Water management Program – the permit for the next five year period has been approved by the PA Department of Environmental Protection.
- ✓ Midget Baseball Field, a Community Development Block Grant Project – Following correspondence between HRG and CNA Surety, Dauphin County (the entity that handles CDBG funds) has requested the closeout document and request for final payment disbursement directly to CNA Surety. Essentially, this project is completed.
- ✓ Franklin Brown Boulevard Townhomes ZHB and Final Subdivision/Land Development Plan – HRG has provided no services on this project since the last Council meeting.
- ✓ Washington Street Sewer Rehabilitation – HRG met with DeTraglia Excavating and reviewed the final pavement restoration and was informed that the pavement restoration would be completed the week of May 7, 2018, weather permitting. Pending the adjustment of final adjustment change orders, this project will be completed.
- ✓ Sewage Facilities Planning Module Reviews – HRG assisted Mr. Brown in completing a Sewage Facilities Planning Module Application Mailer and associated Written Certification of available sewer capacity with the Borough's collection and conveyance system for the new Dairy Queen. Sewage flows from this project will be pumped to Capital Region Water's Advances Wastewater Treatment for disposal.
- ✓ Land Development Plan Reviews; Preliminary/Final Subdivision Plan for Deniz Ak, 550 North Front Street – a revised plan was submitted by Burget & Associates, Inc. addressing all outstanding comments. HRG recommended the approval of the plan at the May 2, 2018 Planning Commission Meeting.
- ✓ Sanitary Sewer & Water System Valuation – Capital improvement plans for the sanitary and combined sewer systems were provided to the valuation team Marcy 26, 2018 and April 2, 2018 and April 23, 2018. Revisions to the valuation report will be discussed at the May 1, 2018 meeting. HRG attended the site tours with the project team and potential bidders April 11 and 12, 2018. The company will continue to work with the team.
- ✓ 2018 Roadway Improvements Projects – Mr. Dan Kaldas, from HRG, met with Mr. Heefner and Mr. Brown April 18, 2018 to review estimated construction costs for each roadway evaluated by HRG. An additional field investigation and cost estimation was conducted on McKinley Street because of complaints of poor roadway conditions.
- ✓ Miscellaneous Engineering Services – HRG previously provided information regarding our investigation of the building used by the Police Department at River Alley and Mulberry Alley during the Council's April 2, 2018 meeting. HRG would be pleased to

- ✓ provide additional services required for this property as may be required by the Borough.

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

Communication:

Steelton Borough presented copies of letters written to agencies that responded to the Request for Proposal for Pension Fund but whose bids were not accepted.

The Borough of Steelton has a copy of the letter sent to PFM Asset Management LLC notifying them that the committee had accepted its bid management of its Pension Fund.

Mr. John Hollenbach, Vice President from Suez wrote a Thank You Letter to the Borough for their hospitality during a recent site tour.

Industrial Appraisal Company sent a Summary Re-evaluation of Insurance Values.

APA Department of Auditor General sent information regarding the Liquid Fuel Tax Fund from January 1, 2016 through December 31, 2017.

Greater Harrisburg Association of Realtors sent an Invitation to attend a Municipal Breakfast June 12, 2018 at the Radisson Hotel Harrisburg from 7:45 am. to 9:30 a.m. The topic of discussion at the breakfast will be Storm Water Management.

Ms. Rodica Mihalis sent a letter to Council requesting that Council approve the revision of local Codes which will improve the ability of the Borough to improve services in the community. Ms. Hodge requested that, as Chair of the NEDC Committee, she be copied on any correspondence from Ms. Mihalis. The President noted her request.

Mr. Singh forwarded a letter regarding the Follow-Up to the Five Year Labor and Industry Accessibility Audit which is due June 14, 2018.

The law offices of Caldwell and Kearns sent a copy of a letter sent to the Dauphin County Office of Tax Claims clarifying the names and addresses of Steelton Borough Solicitors that should be contacted regarding tax issues.

Unfinished Business:

Mr. Heefner Proposal for Metering Swatara Sewer Flows. Included in the packet is a proposal for a three month Swatara metering check. We need to have this study to test the accuracy of their payment to the Borough. He thinks we should have a four month rather than a three month study so that the study can be compared to other quarters. Mr. Segina suggested that

the cost will be cut by conducting a bi-weekly reading instead of a weekly reading. Mr. Wion reminded Council that if the amount exceeded \$10,900.00, three bids must be presented and considered prior to a decision being made. If the cost exceeds \$ 20,100, it must be placed out for bid. *Mr. Segina moved that Council accept the proposal from Mr. Rehab, Inc. and that Mr. Brown negotiate a change for a three month Swatara Township sewer flow reading conducted on a bi-weekly basis at a cost lower than the proposed \$ 9,240.00. Ms. Hodge seconded the motion which was passed by Council with a 6-1 vote. President Proctor abstained.*

Mr. Heefner began the discussion by asking the cost of paving. Mr. Medinsky responded by saying that all the work they discussed on the four streets identified, (Fourth Street, Walnut Street, Lincoln Street and McKinley Street) cost \$ 393,000.00. Mr. Heefner had expected the actual cost per street, however that was not available. The McKinley Street repairs were removed because of the cost. There is still no agreement on the scope and cost of this project. Therefore, it will must be re-presented to Council at another time.

Mr. Brown presented two bids for ground keeping in the Borough during the spring and summer season. One was from Hughes Lawn Care Service for \$700.00 per week for an estimated April through October which is 26 weeks for a total of \$18,200.00. The second bid was from Vantage Commercial Services with a cost of \$887.00 per month. *Ms. Hodge moved and Mr. Segina seconded the motion that an RFP for grounds keeping be circulated and that the Center for Employment Opportunity continue to do the work at no cost for the month of May. The motion was accepted by a unanimous vote of Council.*

New Business:

Mr. Proctor Steelton presented Steelton Fest Related Agreements for the UPTOWN BAND and Voyager Music Stage, Sound, Lighting, Barriers. The Uptown Band contract is for \$3,000.00. Voyager Music Stage, Sound, Lighting, Barriers contract is for \$4,200.00. Mr. Proctor stated that the Borough has \$5,000.00 as a Tourism Grant and an \$11,000.00 line item in the budget which will cover the cost of the event. The \$11, 00.00 is not just for this event. Mr. Brown explained that there will be other events including a contest sponsored by local businesses. He further stated that if there was an event held at the Skate Park, it would only require a small amount of funding. A question was asked about the part that vendors would play in this activity. Specifically, if vendors would have to share a portion of their proceeds with the Borough. Mr. Brown reported that he had developed an application form for vendors that has been sent to the Recreation, Parks and Events Committee for review and comment. The form includes a registration fee that would come to the Borough. The registration fee is higher for food vendors than for merchandise vendors. Mr. Wion had a question regarding insurance for the event. He also stated that there should be two separate agreements - one for the band and another for the sound/lighting /stage providers. *Ms. Hodge moved that Council accept the contract from the Uptown Band for \$3,000.00. Mr. Segina seconded the motion which was approved by a 6-1 vote, with Ms. Kratzer casting the "no" vote.*

Ms. Woods requested that the presentation of an Updated Facilities/Park/Streets Request Form and Process be tabled. The President honored her request.

Ms. Kratzer presented a representative from Faulkner Toyota who presented a check for \$ 5,000.00 to be used for the Canine Project. The presentation was met with applause, spoken words of thanks from Council Members and comments from the Mayor.

Mr. Brown presented information regarding information received from APPI Energy. This company acts as a broker for agencies providing low cost energy rates. AAPI has sent information about Talen Energy. Mr. Wion will have to review the proposal prior to it being presented to Council for approval.

Mr. Segina Authority Water/Wastewater Bill Review Committee Recommendations for two request for forbearance on water and sewer bills. This Committee was developed by the Water Authority to review and make decisions regarding request for relief on water and sewage bills in a timely manner. The presentation of the information to Council is being made following decision and action by the Water Authority.

Case #1 - 141 Frank Brown Boulevard - There was an 18 day leak which amounted to 133,000 gallons. Mr. Handley investigated and told the Water Authority that there was no possibility that the water went into the sewer system. Therefore, the Water Authority is recommending a relief of \$1,259.51. *Mr. Heefner moved and Mr. Krovic seconded the motion that the recommended relief of \$1,259.51 be granted. The motion passed by a unanimous vote of Council.*

Case #2 - 320 Ridge Street – This home had a 31 day leak which amounted to 411,000 gallons. Mr. Handley's investigation showed that there was no way the water went into the sewer system. The Committee recommends a \$3,887.44 relief be granted. This a relief, not the total of the charges to the home. *Mr. Heefner moved and Ms. Hodge seconded the motion that the recommendation of the Committee for a \$3,887.44 relief be accepted. The motion passed by a unanimous vote of Council.* Ms. Hodge congratulated the Committee for their work

Mr. Brown stated that the paid work currently being done by the Center for Employment Opportunities is approaching the \$ 20,000.00 mark, which requires that the services be placed out for bid. In consultation with Mr. Wion, Mr. Brown is requesting Council approve the release of Request for Proposal for Supplementary Maintenance and Beautification Services. The RFP will be released May 8, 2018 with a closing date of May 25, 2018. Ms. Hodge stated that she loves the work being done by CEO. *Ms. Hodge moved and Ms. Kratzer seconded the motion that the RFP be placed out for bid. The motion was approved by a unanimous vote of Council.*

Mr. Heefner presented information stating that the Borough Public Works staff can do the work necessary to install piping to fix a storm water drainage issue on Spruce Street for \$ 5, 438.64. He is asking Council to approve the expense and work. Ms. Hodge noted that the quote does not include stone and dirt to close the ditch. Mr. Heefner stated that the ditch would not be covered until enough time has passed, but the cost of the stone and dirt should have been included. He stated that the cost should not exceed \$1,000.00. *Ms. Hodge moved that the work*

be approved, provided the cost does not exceed \$ 6,500.00. Mr. Krovic seconded the motion which was passed by a unanimous vote of Council. In further discussion, Mr. Brown stated that the cost should take up about 15% of the amount budgeted for storm water repairs. Ms. Woods asked if not covering the ditch would constitute a safety hazard. Mr. Heefner responded that it would eventually accumulate trash and have to be cleaned out, which would cost staff time. Mr. Brown stated that not taking the necessary steps to elevate the problem would result in recurring damage claims against the insurance company.

Mr. Singh requested that Council Proclaim May 2018 The Third Annual Building Safety Month. The month will be devoted to bringing awareness of Building Safety to the community. Workshops and open meetings will be scheduled in June. At that time the proposed new codes should be available for presentation and feedback. *Mr. Segina moved and Ms. Hodge seconded the motion that May be proclaimed Building Safety Month. The motion was passed by a unanimous vote of Council.*

Mr. Heefner presented the Borough's cost to repair the sewer line that runs behind the Italian Club. If the work was completed by Public Works staff, the approximate cost would be \$10,881.21. This price includes a \$1000.00 for miscellaneous items. Mr. Heefner stated that he would like to get a contractor's price to compare to the Public Works price and if the cost is close to the Borough estimate, develop a contract to have the work completed. The reason for the request to hire a contractor is because staff is already overwhelmed with work. It was recommended that the request be revisited and presented to Council with the inclusion of contractor's quote for repair in the immediate area, and a quote for the pipe repair and the cost if the repair was carried out to Front Street.

Mr. Brown presented a request made by Mr. Dashaun Beecher to reserve the Bailey Street Park for a Community Day May 26, 2018. This time will also be used to kick-off the Basketball League activities from noon to 4:00 p.m. Ms. Hodge stated that in the past he requested permission from the Council, which is the proper protocol. By going through the Council, the Borough is able to ensure that police presence is available and that he has the necessary insurance coverage. Without providing his own insurance coverage, the Borough is liable should anything happen at the Community Day celebration. Instead of using proper protocol, Mr. Beecher advertised on public media sites and Council was informed through those means rather than directly from Mr. Beecher. It is necessary that the Borough has time to check and ensure that the proper measures are taken before approving the event. Mr. Segina noted that the Application for Use states that the sponsor of any event is responsible for cleaning up the property when the event has concluded. He has noted that Public Works staff has been cleaning up the area. If Public Works staff has to clean up, there is the issue of paying overtime to the staff. Mr. Brown stated that he has not received a request to use the Public Works staff. Mayor Marcinko saw Mr. Beecher in a meeting with Chief Minium earlier in the day, but was not privy to their discussion. She did also state that she was sure that Police presence would be available. Ms. Kratzer stated her concern that the event will be cancelled even though other events have been held and advertised on public media without prior notice to Council and allowed to hold the event. Ms. Woods spoke with Mr. Beecher and requested that he attend the meeting. Mr. Beecher informed her that since he has presented to the Council in the past, that he did not think he

needed to make another presentation to the body. Some Council members agreed to work with Mr. Beecher to clarify his request and ensure that all of the necessary requirements are met. Mr. Heefner feels that there should be a stated process that must be followed for persons wishing to sponsor events in the Borough. Mayor Marcinko reminded Mr. Proctor that in the past, Council voted that any person having an event that requires a street to be blocked, must provide her own barricades. This is another issue that must be discussed with Mr. Beecher. Mr. Proctor tabled the response until the next Council meeting. Mr. Segina recommended that Mr. Beecher meet with the Recreation, Parks and Events Committee before the next Council meeting.

Mr. Brown presented a request to Council from Mr. Ray Young to reserve the Skate Park for a Skate Contest sponsored by Rayzor Tattoos, June 24, 2018 from 9:00am to 8:00 p.m. The sponsors have already secured insurance for the event. Chief Minium has agreed that a police presence will be available for supervision. Ms. Hodge noted the abuse and molestation coverage was included. Mr. Brown stated that this appeared to be something that this insurance company included. *Mr. Segina moved and Ms. Hodge seconded the motion that the request for a Skate Board Contest be passed. The motion passed by a unanimous vote of Council.*

Mr. Brown Request from the Manager of Pennbrook to Develop Memorandum Of Understanding to allow periodic use of the Borough's Sewer Vacuum Truck. It is estimated that they will request to use the truck and/or staff one day twice a year. Mr. Heefner asked that the dates and times be included in the document. The Solicitor will work to develop the MOU.

Public Comments:

Emmuel Powell, 321 Lebanon Street – Mr. Powell was concerned about the discussion on the Community Day. He stated that this is an event that occurs every year so why not make it an annual event. It was explained that: 1) he has not requested that it be an annual event 2) this is his personally sponsored event and Council does not desire to stop persons from having events 3) the proposed event is larger than it has been in the past, so he needs to provide proof that he has adequate insurance. Since this is not a Borough sponsored event, the Borough's insurance will not cover any problems that occur 4) he did not follow protocol, which would have had him request Council's permission to have the event before it is widely advertised since there are Borough resources that must be provided to support the event, i.e. police presence. 5) he needs to negotiate a contract with the Borough that includes information stating that he will be responsible for cleaning up following the event. In the past, others, including Public Works staff, have had to clean up. The use of staff adds additional cost to the Borough. Mr. Powell's second concern was about presentation about re-districting. He stated that there should be a public meeting about that change. Mr. Proctor explained that Council is not responsible for redistricting and it was only asked to support the effort to have citizens involved in the redistricting process. There will be no decisions made by the Council. He was informed that two public hearings will be held if Senate Bill 22 is placed for a vote. It was stated that information is posted on the website. Mr. Powell pointed out that everyone who may be concerned does not use websites.

Cheryl Powell, 321 Lebanon Street – Ms. Powell stated that at one time there was discussion regarding the Skate Park being rented out as a source of revenue to the Borough. She asked when the rental would begin. Mr. Brown stated that this point there is no charge to use the Skate Park because it is a public facility. He further stated that the economic value comes from the impact on local merchants. Also, there is no policy for rental of the Skate Park at this time although there may be one in the future.

Council Concerns:

Ms. Kratzer – thanked persons for coming to the meeting.

Mr. Heffner – stated that at the last Council meeting there was discussion about the sewer lines coming from the mill. His research showed that there is no legal act that provides a discount on sanitary waste from the mill. In the past, the mill used a lot of water for processing. However, at this point, they have installed a filter plant so they filter the canal water for processing. Mr. Heffner is concerned about the loss of revenue because the mill is not paying the cost of sewage. He is asking Council to consider installing a meter at both mills to see how much they are actually using. President Proctor asked Mr. Heffner to come back with a report of more information. Mr. Heffner stated that Council did not fully research the use of the garages on Mulberry Street prior to considering it a place to store police materials. He believes that the garage presents a fire hazard and should be boarded up and painted or torn down.

Ms. Woods thanked persons for attending the meeting.

Mr. Wion nor Mr. Brown had issues to present at this time.

Mayor Marcinko stated that she was pleased to see a great crowd at tonight's meeting. She thanked Faulkner for their contribution toward the canine project. She informed the group that the Steelton's K-9 was in Florida being trained. She stated that Mr. Wion would need to develop a contract with TripWire regarding the Borough's accepting the canine and responsibilities of both parties. Play Time in the Park starts on May 15, 2018. The first event will be held at every Tuesday night for three weeks. The parks involved will be Municipal Park, Broad Street and East End Park. Twelve persons have contacted her regarding the Mayor's Advisory Committee and Police Community Relations. The first meeting will probably be held toward the end of May or the first week of June. At the first meeting, those involved will write the Mission Statement. Referring to Ms. Hodges concerns about Council having information regarding events in the Community, the Mayor stated that she has not heard anything about Prom Night. Ms. Woods stated that she had spoken with the Police Chief regarding the traditional Prom night festivities and he had agreed to provide support. Ms. Brown stated that Prom Night will occur May 18, 2018. The Mayor asked Mr. Heffner if he had numbers requested by Mr. Proctor for the police garage. Mr. Heffner asked Mr. Brown about follow-up. Mr. Brown stated that he needs the specifics regarding size, single or double, etc. When Mr. Brown gets that information he will be able to get and present the costs. Work is being done on a First Responder Fund Raiser, which

should be held sometime in July. The Mayor found the information that Ms. Kratzer was concerned about in The Uptown Band contract.

Ms. Hodge thanked persons for attending the meeting.

Mr. Segina asked that action be taken regarding Prom Night. Ms. Woods moved that Lincoln Street from Harrisburg Street to Bailey Street be closed off May 18, 2018 between 2:00p.m. and 7:00 p.m. Hodge seconded the motion that was passed by a unanimous vote of Council. Since this is an annual event there was some discussion if it should be slated as such and held without action from the Council. The consensus seemed to be to acknowledge is as an annual event with Council action required on closing off the street.

Mr. Segina stated the Fire Department would like permission to hang banners on Front Street just like it has in the past for Prince of Peace and others that might request it. Mr. Wion noted that PennDot would have to give permission since Front Street is a state road. *Mr. Segina moved that Council approve the Fire Department to work with the Police Department and PennDot to hang the appropriate signs that are normally hung from year to year. Ms. Hodge seconded the motion which was passed by a unanimous vote of Council.*

Mr. Segina stated that the Fire Department would like to hold a “no burn” class July 21-22, 2018 in the red brick building owned by the Borough. *Mr. Proctor moved and Ms. Hodge seconded the motion that the Fire Department be allowed to use 118 Front Street July 21-22, 2018 for training purposes. The motion was passed by a unanimous vote of Council.*

Mr. Segina announced that The Fire Department will hold a Soup and R&K Sub Sale with orders due by May 16, 2018. On June 30, 2018 the Fire Department will hold a Chicken Barbecue. The citizens are encouraged to support the Fire Department by purchasing really good tasting food.

There was no Executive Session or other business to be discussed.

Mr. Segina moved and Ms. Hodge seconded the motion that the meeting of the Steelton Pennsylvania Borough Council be adjourned at 8:25 p.m. The motion passed by a unanimous vote of Council.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Council Agenda

May 21, 2018

Call Meeting to Order: President Brian Proctor

Pledge of Allegiance: President Brian Proctor

Moment of Silence: Mayor Maria Marcinko

Executive Sessions held between Meetings:

Approval of Minutes from previous meeting:

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: previous month

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Written Report)

NEDC Committee (Oral Report)

Recreation, Parks & Events (Oral Report)

Junior Council Activities (Oral Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Communication:

Equitable Economic Development Forum

Developing Mixed Income Neighborhoods

Workshop May 23rd, 7:30 a.m. – 1:00 p.m. at The Bond in York, PA

Tom Russell, Jr. Achievement

Thank You for Letting Ms. Kratzer participate in the Class Room Program

Community First Fund

Information about May 23, 2018 Equitable Economic Forum

Dept. of Environmental Protection

Notice of New Total Chlorination/Disinfection Chapter 109 Regulations

Visit Hershey and Harrisburg Bureau

Membership/Promotional Brochure

Cottage Hill Fishing Association
Teamsters' Local Union #776

Request for Sponsorship for 2018 Tournament
Fair Share Fee Collection

Mr. Singh

Update on 5 Year Labor and Industry
Accessibility Audit

Dauphin County Tax Department

Repository Sale resulting in tax increase

Unfinished Business:

Mr. Heefner

Final Recommendation for 2018 Paving Projects
and Approval to Bid 2018 Paving Projects

Mr. Heefner

Skate Park Noise Barriers

Mr. Heefner

Final Recommendation Regarding Street Sweeper
in East End

Ms. Woods

Approval of Request to Hold Steelton Community
Day at Bailey Street Park on May 26th

Ms. Woods

Approval of Reservation of Bailey Street Basketball
Courts for Basketball Summer League

Ms. Woods

Approval of Facility/Parks Request Form and
Procedure

Mr. Singh

Approval of Final Subdivision Plan for Deniz Ak

Mr. Brown

Approval of Voyager Quote/Contract for Steelton
Fest Sound Stage, Lighting, Barriers

Mr. Heefner

Blueberry Alley Storm Water Repair – Contractor
Pricing vs. Staff Pricing

IF COUNCIL DECIDES TO MOVE FORWARD

Mr. Brown

Engagement for Franchise Fee Audit and Franchise
Renewal with Comcast

New Business:

Mr. Segina

Finance Committee Recommendation to Raise
Price of Recycle Containers to \$15.00

Council Concerns:

Public Comments:

Executive Meeting: To discuss legal and personnel matters

- Witters Retirement – Replacement
- Steve Wilbert Retirement – Replacement
- Foreman Position in Highway

Adjournment:

Steeltown Pennsylvania Borough Council Minutes May 21, 2018

Present:

Mr. Brian Proctor, President	Maria Marcinko, Mayor
Mike Segina, Vice President	Dave Wion, Solicitor
Keontay Hodge, President Pro-Tem	Amrinder Singh, Codes Officer
Dennis Heefner	Eugene Vance, Chief – Fire Department
Kelly Kratzer	Anthony Minium, Chief – Police Department
William Krovic	Thommie Leggett-Robinson, Exec. Asst.
Natashia Woods	

Absent with Cause: Nicholas Neidlinger Douglas Brown, Borough Manager

President Brian Proctor opened the meeting at 6:30 p.m. and led the body in the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silent Reflection.

Council reviewed the minutes of the May 7, 2018 Meeting. The following corrections were made: Ms. Hodge noted that Chief Minium was not present at the meeting as recorded and she did not talk to Mr. Beecher, it was Ms. Woods that talked to him. Mr. Heefner noted that he talked about two diversion chambers, not pumping stations and McKinley Street was removed from the paving list because of overpricing. Mayor Marcinko noted that any person who asks to barricade a street must provide their own barricades, not just Mr. Beecher and she requested the definition “purchaser” be deleted because it was a clarification and not her direct statement. Mr. Wion stated that his statement on page five should read, “if the amount is \$10,900 must get three quotes should be secured and if the amount exceeds \$20,100 must be placed for out for bid”. He asked Mr. Heefner to clarify a statement regarding what he asked how much is it? The statement should indicate that Mr. Heefner was requested how much the pavement would cost. In addition, Mr. Wion clarified that a statement attributed to Mr. Brown should read that Mr. Brown stated that the payment to the Center for Economic Opportunity was reaching the \$ 20,000 mark not the \$2,000 mark. Finally, Ms. Hodge stated that the errors constituted technical and grammatical changes. *Ms. Hodge moved and Ms. Kratzer seconded the motion that the minutes be approved as corrected. The motion passed by a unanimous vote of Council.*

There was no Executive Session held between meetings.

There were no comments from the Public regarding agenda items.

The Council reviewed the Financial Reports from the month of April. *Mr. Segina moved and Ms. Hodge seconded the motion that the Financial Reports be accepted as presented. The motion passed by a unanimous vote of Council.*

Approval of Department Reports:

Fire Department and Ambulance - Written Report, with no additional oral report.

Police Department - Written Report with additional oral report:

- a. Chief Minium, Mr. Brown and Mr. Young met regarding the Skate Park event scheduled for June 24, 2018. When asked if there was anyway the Police Department would help, Chief told Mr. Young to take the \$210.00 earned by selling T-Shirts at the Skate Park opening and use it for the contest. Chief did not know that the Police Department would be listed as a sponsor to the event. He requested guidance from Council. Ms. Hodge stated that the Department is a sponsor because it gave money. There were no objections made by members of Council.
- b. The Department received a \$ 2, 200 grant for the Click It or Ticket Project. The money will be used to pay overtime to officers conducting the program. The Canine Project is going slowly. Mr. Wion has reviewed the agreement and things are in order. There are some issues finding dogs with the temperament necessary to specialized in bomb sniffing. However, the Department looks forward to receiving a dog soon. The Department is ready to work the identified street painting such as the Swatara Street slow down sign. Mr. Heefner stated that he would let Chief know when the work crew is available to do the painting.
- c. Chief and Mayor Marcinko will attend a Memorial Service at school May 25, 2018.

Codes Department -Written Report supplemented with oral presentation by Mr. Singh:

- a) Under the permits section, during the month of April two permits were issued making a total of 11 permits for 2018. No stop work orders were issued so there were two stop work orders issued this calendar year.
- b) Under Inspections/ Notices and Violations, 27 properties were inspected for quality of life issues making a total of 396 inspections in 2018. In April, 2018, 11 notices of violations were issued making the yearly total 1,400. No properties were condemned in April but two properties were condemned during 2018.
- c) Mr. Singh placed special emphasis on the rental properties in the Borough. At this point, the Codes Department is aware of 1,475 Rental Units. Of these units, 180 (12.20%) are in total compliance, which means that the Landlord /Tenant Reports are on file and the property has a valid inspection. 239 units (16.20%) are in partial compliance, with Landlord/Tenant Reports filed but no valid inspection on file. 255 units (17.28%) are in partial compliance, with valid inspections and no Landlord/Tenant Reports filed. There are 801 units (54.30%) that are in total non-compliance. They have neither Landlord/Tenant Reports nor a valid inspection on file.

Mr. Heefner asked if Council could receive a report stating what properties were visited, and whether or not the property came into compliance. Ms. Hodge stated that the NEDC Committee had already discussed this issue and this of one the things that they will handle. Ms. Hodge inquired about the process for handling trash issues. Her example was on trash day, a person places their trash out before they leave for work. Either the weather affect their properly placed trash or during the trash pickup, trash gets lose and the trash in on the property. While the trash is on the property, the codes inspector observes the trash. What steps does the codes inspector take? Mr. Singh explained that the person will be issued a warning. When a second visit is made and the trash has not been removed, the person is issued a quick ticket. If there is no progress made within a reasonable period of time, a citation is issued and the case is taken to court. He stated that issuing a citation is a last

resort. That step is taken when there has been no communication from the property owner requesting an extension, they have not communicated that they are working to resolve the problem, or it appears that no effort is being made to rectify the problem. Mr. Singh informed the group that there are inspections regarding the outside of the property which deals with chipping paint and other property maintenance issues. There are also inspections that cover quality of life issues, such as trash, high weeds and grass and animal feces on the property. Mayor Marcinko asked for an update on the WAGSYS System. Mr. Singh reported that some sections of the system are in use. However, the data is approximately 2% inaccurate. Staff is working to get the correct information and update the Excel files. He stated that he thinks the system will be up and running at 100% by July 1, 2018.

The Public Works Department submits a written statistical report and Mr. Heefner, the Department Committee Chair made an oral report.

- 1) Mr. Heefner reported that the Committee did not meet because of non-participation. He plans to discuss the issue during the Executive Session.
- 2) There is a pothole on Route 230 on Locust and Front Streets near the old bank on Front Street. Mr. Brown needs to contact PennDot and request that the hole be repaired.
- 3) There have been complaints from staff that the CEO group is taking too long to complete their work. Mr. Heefner had the opportunity to observe a work project. The CEO group was working and the Borough staff person was standing there supervising their work. That person should have been working along with the group. This is another issue he plans to bring to the Executive Session for discussion.
- 4) The Highway Department is under staffed, and it will be difficult to get all the work done. There are currently two openings with one person retiring at the end of the week. There was another job that has remained open because at the time the opening occurred the budget could not accommodate hiring a replacement. This problem needs to be resolved.
- 5) A new LED light has been installed on T Street.
- 6) Mr. Heefner asked Council to approve instructing Mr. Brown to pursue grants that could help cover some of the work that need to be done in the Borough. Ms. Kratzer stated that she and Mr. Brown had already begun to work on grants. Mr. Heefner stated that the Council needed to have a vision of where it's going. President Proctor stated that there was no need for the Council to vote because completing applications to secure grants is a part of Mr. Brown's job. Ms. Kratzer stated that grant money could only be used for the specific project for which it was awarded. Ms. Hodge agreed that Council needed a vision. Ms. Kratzer added that workshops were the way for Council to get together and make those kind of decisions. Mr. Segina suggested that each Committee Chair get with persons on their committee and determine specific things that they would like to accomplish so that Mr. Brown, Ms. Kratzer and Mr. Heefner could look for grants that would support those projects. Ms. Kratzer noted that it could take up to two years to receive some grant money. Ms. Hodge noted that there is the possibility that the request for a grant could be denied. It was agreed that this is the right time to apply for grants.

Recreation, Parks and Events Committee – Ms. Woods apologized for not having copies of the Committee Meeting Minutes available for Council since they contained information regarding planned activities. President Proctor announced that the Borough will participate in a pilot Summer Lunch Program. He met with Randy Yeager and Dave Johnson from the Food Bank. The lunches will be provided at no cost to the Borough. The program will begin operation weekdays beginning July 9, 2018 at Municipal Park, Cottage Hill, Cole Crest and on the East End. The number of lunches at each site will be adjusted according to need. Volunteers are needed to help with the program. Any volunteers must pass the required clearances.

Junior Council Activities – Nicholas Neidlinger was not present to update Council on Junior Council Activities. Ms. Kratzer stated that they had already reached out for Juniors and Seniors but need clarification on whether or not Juniors are able to participate in the program. Ms. Hodge asked if a Junior and a Senior could be appointed. Mr. Segina stated that he studied the information provided by the Boroughs Association and some Boroughs are appointing two young people with one student being replaced each year. There appeared to be a consensus among Council that two students will be appointed next year.

The Mayor's Report was given orally by Mayor Marcinko –

1. Reminded Council that they need to take the three classes for Emergency Response. Ms. Kratzer asked if persons were not taking the classes and implied that without persons taking the classes the Borough would not receive money if there is another major catastrophe.
2. The Mayor has received calls regarding a pothole on Second and Chambers. That needs to be looked at and something done right away.
3. **The hydrant at Fourth and P is not needed in the East End. There is also a hydrant at Second and (inaudible). She has talked with Chief Vance and requests that Council have these two hydrants removed as soon as possible because people see them bagged and think they don't have protection and they do. Mr. Heefner stated that because of the possible sale of the water system, nothing will be done with Fourth and P at this time. If the water system is not sold, Fourth and P will be handled possibly when Q Street is done. He will check with Brian Handley to see about Second and Walnut. Chief Vance stated that people had called him and said the hydrant had not been in use for three years. He stated that it could be removed without no problem because other working hydrants will cover the area. Mr. Heefner stated that it would be discussed in Executive Session.
4. There must be something done about the trucks on Front Street. She got a text from the President over the weekend. She thinks that Mr. Wion had said that an engineer's study must be done to change things. She asked that Council seriously considers discussing in whatever Committee it belongs in to get the engineer's study done so they can at least post. She recommended that the problem be taken care of, particularly at Front and Second within the city limits because it is a catastrophe waiting to happen. Ms. Hodge asked if that would be the Police Committee. The Mayor said no, even though it was discussed by the Police Committee. The recommendation had been made and the only thing to do is get the engineer's report done. President Proctor clarified the Ms.

Marcinko's request that Council approve an engineering study for trucks – eighteen wheelers, cargo trucks whatever on Front Street. Ms. Hodge added and on (inaudible). She thought the trucks belonged there but discovered they did not. She surmised that the truck were using it as a rest area. President Proctor asked if that was private property and if so, they can call the police from their end. Mr. Proctor stated that the concern was about them parking on Borough streets. Mr. Segina asked if it included commercial vehicles also, or just tractor trailers. Mr. Wion stated that in order to restrict any truck of a certain weight, you need to have an engineer's report to show that a truck of a certain weight will breakup your road. He further indicated that since Front Street is a Commonwealth Road, it should be built according to the State Code and able to handle traffic that would travel on a State road. Unless there is an engineering study that shows that a truck of that weight will destroy the road. At that point, it is possible to prevent a truck of that weight from being on that street. The same process must be followed on Borough streets, such as Second Street. Once an engineer conducts a study in compliance with State codes, then the determination can be made that vehicles that exceed that particular weight cannot go on that road. Parking is like any other phase of the Borough ordinance. The Borough cannot restrict only trucks from parking unless it is on a road that is restricted because of the weight of the truck, which should not be on that street anyway. Mr. Segina stated that Council will need to generate a list of roads that need to be studied. Ms. Hodge asked Mr. Wion if the Borough could make the signs that include the weight restrictions or if PennDot has to make the signs. Mr. Wion stated that the Borough could make the signs in accordance to the PennDot regulations. Any action should be coordinated with PennDot. Ms. Kratzer identified two issues – travel and parking. She asked if both issues must be addressed or could they be addressed separately. Mr. Wion again stated that the restriction of trucks due to weight should be handled. Trucks cannot be singled out and restricted from parking in a specific area. If the Borough wants to restrict parking it must do so for all vehicles. However, the weight of the truck would naturally take care of the parking restriction since a truck cannot travel on a weight restricted street to park. Mr. Heefner suggested that the Borough might use the same strategy used on the truck company located on Front Street near the Dairy Queen. Letters were written to Swatara Township requesting large trucks be prohibited from parking on Front Street. Chief Minium stated parking on that side of Front Street was already prohibited, but not enforced. Because of the interest of the public, they began enforcing the no parking ordinance.

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

Mr. Segina moved and Ms. Hodge seconded the motion that the Departmental Reports be approved. The motion passed by a unanimous vote of Council.

Communication:

The Equitable Economic Development Forum sent an announcement regarding a Developing Mixed Income Neighborhoods Workshop May 23rd, 7:30 a.m. – 1:00 p.m. at The Bond in York, PA

Tom Russell from Jr. Achievement sent a Thank You Letter for allowing Ms. Kratzer to participate in the

Class Room Program.

The Community First Fund sent information about the May 23, 2018 Equitable Economic Forum.

The Department of Environmental Protection sent a Notice of New Total Chlorination/Disinfection Chapter 109 Regulations.

Council received a copy of "Visit Hershey and Harrisburg Bureau Membership/Promotional Brochure".

**The Cottage Hill Fishing Association wrote requesting sponsorship for 2018 Tournament. Ms. Kratzer asked what Council has donated in the past. The consensus was that the Borough has never donated to the Association, but the Association has donated to the Borough. Mayor Marcinko stated that they have donated to the Borough and she thought the Association was asking for donations from anyone on the letter.

The Chauffeurs, Teamsters and Helpers Teamsters Local Union wrote to alert the Borough that the outcome of the U. S. Supreme Court decision regarding the constitutionality of public-sector employers collecting and remitting fair share fees will be determined by June 29, 2018.

Mr. Singh sent a Memorandum updating Council on the progress being made toward preparing the required 5 year Labor and Industry Accessibility Audit.

The Dauphin County Tax Department wrote to inform the Borough of property tax increases on two properties on Fourth Street obtained by repository sale.

Unfinished Business:

**Mr. Singh requested that Council approve the final Subdivision Plan for Deniz Ak. The plan has been reviewed by HRG and the Dauphin County Planning Commission, both of which approved the plan. The plan has also been reviewed by Mr. Wion. Mr. Az has requested a few waivers of the subdivision plan. Mr. Wion explained that there a request for some waivers to this plan which have been recommended by the engineers and requested by the owner. There was a request to waive of Chapter 99 Section 12 which requires a preliminary plan and a final plan. Waiving the preliminary plan means that it is being accepted as the final plan. Mr. Wion suggested Council approve a motion to grant the waiver of Chapter 99 Section 12. Ms. Hodge questioned the fact that they have no plans for developing the land at this time. She was wanted to know that if they agree to grant the waiver at this time the owner can go ahead and develop the land. Mr. Wion explained that this waiver is to subdivide and combine two lots. Granting this waiver means that If the owner chooses to develop the land, he would not have to come back to get approval to subdivide the land. Mr. Heefner informed Ms. Hodge that it had been approved by the Planning Commission. Ms. Hodge stated that she was trying to understand if Council approves the waiver and if the owner decides to develop the land if Council is waiving them for all future plans. Mr. Segina stated if in the future the owner came with a site development plan, and they wanted a waiver again, they would have to request another waiver. *Ms. Hodge recommended Council approve the waiver of Chapter 99 - 12. Mr. Heefner seconded the motion, which was approved by a unanimous vote of Council.* Mr. Wion asked that Council waive Chapter 99-14-A.12 approving the existing contour of the land. He stated that they are not moving earth, therefore the waiver is

appropriate. He emphasized that if plans for development are made, the owner must come back to Council for approval of the new plan. *Mr. Heefner moved that Chapter 99-14-A.12 be waived. His motion was seconded by Ms. Hodge and approved by a unanimous vote of Council.* Mr. Singh asked Council to accept the removal of the request to waive of Chapter 99-29.C-1. Mr. Ben Kirk, an engineer from Burget & Associates, Inc., the engineering firm that developed the plan, was present and explained that the plan. The plan shows that Westside Alley (which exist only on paper) and Eleanor Street appear to be a part of Mr. Az's land. Mr. Wion stated that even Eleanor Street is shown on the plan as a part of the plot, it extends all the way back to the railroad tracks and is a public street. Mr. Wion made a statement for the record: "the statement of ownership block indicates not only that Mr. Az owns that tract, but that they are dedicating all the roadways shown on the plan for public use. Therefore by approving this plan the Borough shows that it is not accepting Westside Alley as if it were a public street. The only way the Borough will accept a public street is to have a deeded dedication which subscribes the street. This is important because we don't want someone to come is who is the successor of this plan to come in and say Westside Alley is shown on there you didn't have the developer put it in and bond it therefore you, Steelton, you put it in at your own cost. So we are making sure that even though the dedication block offers it, that your approval of the plan is not accepting Westside Alley. The prescriptive easement will remain and be used because it has already established its rights in that". *Ms. Hodge moved that Council approve the plan with the understanding that the Borough is not accepting Westside Alley as a dedicated street or right-of-way. Mr. Heefner seconded the motion which passed by a unanimous vote of Council.* Mr. Heefner stated that the statement from the Planning Commission should have been included in the packet. President Proctor stated that the in the future the Planning Commission report be included in the packet.

****Mr. Heefner started the discussion regarding approval of the 2018 Paving Projects and bid by stating that the numbers were not right. He, Mr. Kaldas, Mr. Mendinsky and Mr. Brown met to discuss the proposal and bid and the information is still not right. Mr. Heefner did a line by line review of some items in the report, showing that the numbers had not been changed. Mr. Dan Kaldas from HRG explained that the number provided were estimates of what the work could cost. Mr. Heefner stated that he wanted to see cost and what will be left over. He further stated that McKinley Street was removed from the project because of cost. In discussion, Mr. Heefner continued, on each page it is mobilization and traffic direction, and it was agreed with HRG that all the streets will be put out as one bid package. By removing Mobilization from each page and eliminating "Maintenance and Protection of Traffic During Construction", which will be handled by blocking off the road so no flaggers are not needed, will reduce cost and perhaps allow enough remaining funds to fix another street. Mr. Heefner stated that he knew the process must begin now so the work can be done in August or September, but things are not in place. After further discussion, it was discovered that the report supplied and included in the Council Agenda Packet had been revised. Mr. Kaldas distributed the revised report which contained some changes. Mr. Medinsky pointed out that on the new information, Lincoln Street phase 2, Q Street and McKinley Streets are excluded from the plan. Fourth Street, Lincoln Street phase 1 and Walnut Street are the streets that are included in the current plan. Ms. Kaldas stated that the total estimated construction cost for Fourth Street is \$72,808.00, Lincoln Street Phase 1 is \$128,200.00 and Walnut Street is \$89,272.00, bringing the total to \$290,280.00, which is significantly less than the previous cost. He stated that although mobilization was placed on each street, it was included as a contingency plan. The bid will include only one item of mobilization and they will eliminate Maintenance and Protection. Mr. Heefner disagrees with the way the bid is laid out. Ms. Hodge asked**

if there will be one contractor or three contractors involved. Mr. Heefner stated that one contractor will complete the process. Mr. Segina was concerned that the original cost was over what was budgeted. Once the bids are in and a contractor selected, there may be funds leftover that can be used to complete work on another street. Following discussion, *Ms. Hodge moved that the proposal submitted by HRG the Roadway Resurfacing Project for \$290,280.00 be accepted and placed out for bid. Mr. Segina seconded the motion which passed by a unanimous vote of Council.*

Mr. Wion stated that since HRG has been authorized to handle the bid process attention should be paid to HRG's request for the amended contract which will cover the cost of handling the bid. *Mr. Segina moved and Ms. Hodge seconded the motion that Council authorize the additional funding of the 2018 Pavement Project with HRG in the amount of \$41,408.00 plus any reimbursable expenses. The motion was passed by a unanimous vote of Council.*

***Ms. Woods explained that at the first Parks & Recreation Committee addressed a complaint from a resident who lives near the Skate Park that the park was too noisy. The Committee requested HRG look at the area and develop a proposal to install a noise barrier at the Skate Park. The HRG proposal was for \$10,025.00, which the Committee thought too expensive. Mr. Brown and Chief Minium asked Mr. Heefner to look at the area and develop a plan for a buffer that would not impede the Police Department's ability to monitor activities. Mr. Heefner stated that Public Works could create a 20 foot buffer at a lower cost and suggested the buffer be tried. If it does not work, another solution will be sought. Council discussed Mr. Heefner's proposal. Mr. Heefner moved that Public Works staff plant a noise barrier at the Skate Park for an amount not to exceed \$1,500.00. Ms. Kratzer seconded the motion which passed with a 4-3 vote with Ms. Hodge, Mr. Krovic and Ms. Woods casting the no votes. At the end of the voting, Mayor Marcinko notified Council that Chief Minium left the meeting to handle a complaint about loud, raunchy music being played at the park.*

Mr. Heefner stated that since there has been no Public Works Committee meeting because of lack of cooperation, he and Mr. Segina discussed the Proposal for Street Sweeping on the East End. The Councilmen decided not to post the East End for street sweeping. Further, for the trouble section, no parking cones will be placed on the street on the days that the sweeper is scheduled to clean that section of the street. Mr. Heefner requested that further action on the proposal be tabled.

Ms. Woods requested Council approve Mr. Beecher's request to hold Steelton Community Day at Bailey Street Park on May 26, 2018. She presented the information regarding the use of the park, including a schedule for the day, locations of events, security and names of volunteers to clean up after the event. It was noted that insurance coverage was not included in the packet presented and insurance is mandatory for any persons sponsoring an event in the Borough. Mr. Brown has been working with Mr. Beecher to help him secure insurance. As in the past, the Borough will supply the bags and cans for cleanup. *Mr. Segina moved that Council approve Mr. Beecher's request to hold Steelton Community Day at Bailey Park with the condition that he provide proof of insurance and pick up the trash cans by 4:00 p.m. Friday, May 25, 2018. Ms. Kratzer seconded the motion which passed by a 6-1 vote of Council. Ms. Hodge abstained. Mr. Wion recommended that a detailed email notifying Mr. Beecher of Council's decision be sent out as soon as possible. That task was delegated to Mr. Brown.*

Ms. Woods explained that Mr. Beecher planned the Steelton Community Day is the kickoff for the

Summer Basketball League. Therefore he is requesting the use of the Bailey Street Park Saturdays from noon to 6:00 p.m. from May 26, 2018 through July 28, 2018. She request that Council approve his request. Mr. Krovic suggest that all participants/parents sign a sign a hold harmless waiver. Ms. Kratzer was concerned that the League would use the entire park, thus not allowing other children to have use of the park. President Proctor assured her that only the basketball court is designated for League use and other children are free to use other areas of the park. Mr. Wion added that it should be made clear to the public that the activity is not sponsored by the Borough and that Mr. Beecher is responsible for securing his own insurance. Mayor Marcinko noted that the form does not specify that the League will only reserve the basketball courts on Saturday and that should be made clear. *Ms. Kratzer moved that Council approve Mr. Beecher's request to use the basketball courts at Municipal Park on May 26, 2018 and June 2, 2018 contingent upon his provision of insurance coverage for those two days by 4:00 p.m. Friday, May 25, 2018. Approval for the length of the entire program will be reviewed at the June 4, 2018 Council meeting, at which time the insurance and other questions about the program will be answered. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*

The Recreation, Parks and Events Committee's request for approval of a new Facility/Parks Request Form and Procedure was tabled pending review by Mr. Wion.

The discussion of Mr. Brown's request for approval of Voyager Quote/Contract for Steelton Fest sound, stage lighting, and barriers was tabled.

Mr. Heefner's presentation regarding the Blueberry Alley Storm Water Repair was tabled because the Contractor's pricing was not available for comparison with the cost of staff making the repair.

Mr. Brown's presentation regarding the engagement for Franchise Fee Audit and Franchise Renewal with Comcast was tabled in his absence.

New Business:

Mr. Segina presented a request from the Finance Committee that the purchase cost for obtaining a Recycle Container from the Borough be increased from \$10.00 to \$16.00. The increase will cover the increased cost the Borough pays for the containers. The Committee requested the price increase begin May 29, 2018. *Ms. Kratzer moved that the cost of the Recycle Container be increased to \$16.00 beginning May 29, 2018. The motion was seconded by Mr. Krovic and was passed by a 6-1 vote of Council. Ms. Hodge cast the "nay" vote.*

Public Comments:

Victoria Supan, 2604 South Fourth Street – She expressed concern about the possible sale of the water system and hoped that someone had been following the news in the Press and Journal regarding the problems between Suez and Middletown. She stated that some things in the contract were not right and some people profited from the transaction. She expressed her concern that Steelton does not make the same mistakes. Mr. Proctor stated that Middletown leased its water system, Steelton is discussing the possible sale of the water system. Ms. Hodge stated that Council will hold two meetings with citizens and will not make any decisions without considering input from the community. Ms. Supan expressed appreciation for the information Mr. Singh includes in the reports from the Codes Department. She stated that persons are now calling Philadelphia Filthydelphia. There are changes in

that city because persons are buying single family homes and turning them into apartments. With the increased number of residents came more trash and less parking space. In Lancaster, inspections were made on ten homes that were supposed to be single family homes and found that they were more like boarding homes. They found rooms with ten people living in a room, sharing bathrooms, and having kitchen appliances in the rooms. She hopes that single family homes do not become boarding homes in Steelton. Mr. Segina stated that the present codes and the ones in development phase specify the square footage per resident that must be available in the home. Ms. Hodge expressed her confidence in Mr. Singh and the work that he does for the Borough. She also thanked Ms. Supan for her input and concern.

Emmuel Powell, 321 Lebanon Street – Mr. Powell asked if Council meets to discuss issues before the public meeting. He stated that they should have meetings because it appears that Council has several meetings going at the same time during public meetings so that the persons who attend the meetings have no clear understanding of the decisions being made. Mr. Segina stated that Council discusses issues during Committee meetings. Mr. Powell again stated that there should be some discussion of issues prior to the public meeting. Mr. Powell asked that Council consider widening Lincoln Street. He stated that in 1961 the Borough received a grant that was to be used to widen Lincoln Street but the funds were used for an emergency street repair. It was stated that the next grant would be used to widen Lincoln Street. The promise to widen the street has been going on since 1961.

Council Concerns:

Ms. Woods, Mr. Krovic, Ms. Kratzer, and Mr. Heefner each thanked persons for coming to the meeting.

Chief Vance announced that the Fire Department is having a Boot Drive on Front Street and Locust May 25, 2018 and a Chicken Bar-b-Cue June 30, 2018

Chief Minium, Mr. Singh, and Mr. Wion had no comments.

Mayor Marcinko:

- Midland Cemetery will hold an event Saturday, May 26, 2018 and William Howard Day Cemetery will hold an event Monday, May 28, 2018. She encouraged persons to attend the events.
- Playtime in the Park which is sponsored by the Police Department will begin at 6pm at Municipal Park.
- She thinks she has given each Council member an invitation to the June 9th Graduation Party for Mr. Neidlinger.
- The Cottage Hill Fishing Association asked for contributions. The money that we donate is donated back to be used for the Boat Dock. She believes they are asking for a contribution from all of them.

Ms. Hodge thanked persons for attending the meeting. She also thanked the Police and Public Works Departments for their work on Prom Night. She thanked persons for their patience with Council as they try to take strides even though they might falter. It is a learning process for everyone and they need to make sure they get it right.

Mr. Segina announced the Soup 'N Sub sale by the Fire Department ends Thursday, May 24, 2018.

Mr. Proctor thanked persons for coming out to the meeting. He continues to seek new ways to use technology in the Borough.

At 8:50 p.m. Mr. Heefner moved that Council recess into the Executive Meeting to discuss legal and personnel issues. Ms. Woods seconded the motion which passed by a unanimous vote of Council.

***Mr. Segina moved that Council reconvene at 9:40 p.m. The motion was seconded by Ms. Woods and was passed by a unanimous vote of Council.*

***Mr. Segina moved that Mr. Brown be authorized to advertise for applicants to fill the opening in the Highway Department left by someone retiring at the end of this week. The advertisement should include posting the position opening inside the Borough as well as to the public. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.*

***Ms. Hodge moved that the meeting be adjourned at 9:42 p.m. The motion was seconded by Ms. Woods and passed by a unanimous vote of Council.*

Respectfully Submitted,

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

Doug Brown, Secretary

Steelton Borough Council Agenda

June 4, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Maria Marcinko

Approval of minutes from previous meeting: May 21, 2018

Public Comment of Agenda items only:

Presentation:

Dan Kaldas, HRG Inc.

Monthly Engineers Report and
Related Action Items

1. Approval of Final Change Order in the Amount of \$33,397.84 to DeTraglia Excavating for Washington Street Sewer Project
2. Application for Payment No. 3 (FINAL) to DeTraglia Excavating for Washington Street Sewer Project in the Amount of \$128,432.76

Communication:

UGI Energy Services

Demolition at 24 Adams Street

Penn Environmental & Remediation

New Regulations for Grandfathered
Water Use Exemption and
Registration Susquehanna River
Basin Commission

Dauphin County Bureau of Registration and Elections

Partnership with Election IQ, LLC to
Assess Accessibility at Dauphin
County Polling Places

Republic Services

Presentation on Changes to
International Recycling and its
Impact on Future Recycling

Capital Regional Council of Government UCC Appeal Board

Decision RE Mike Murphy Rentals
Appeal of 301 S. Front Street
Decision

Unfinished Business:

Ms. Woods

Approval of Resolution 2017-R-_____ Establishing Steelton Borough Facility and Property Use Request Policy

Mr. Heefner	Blueberry Alley Storm Water Repair – Contractor Pricing vs. Staff Pricing
Mr. Brown	Award of Bid and Approval of Agreement with Center for Employment Opportunities for Supplementary Maintenance and Cleanup Services through December 31, 2018
Mr. Brown	RFP for Lawn Care Services
Mr. Brown	Update on RFP for North Front Street Redevelopment
Mr. Brown	Update on Progress of Fire Truck
Ms. Hodge	Resolution 2018 – R_____
Mr. Brown	Supporting Citizens Commission on Redistricting
Mr. Brown	Approval of Engagement with Voyager Music for Steelton Fest Sound Stage
New Business:	
Chief Minium	Information Regarding Purchase of the K-9 Car
Chief Minium	Information Regarding NNO
Mr. Segina	Discussion of Upgrades to Council Chambers for Presentations/Live Broadcasting of Council Meetings
Public Comments:	
Council Concerns:	
Executive Session:	To Discuss Personnel and Legal Issues
Other Business:	
Adjournment:	

Steelton Pennsylvania Borough Council Minutes

June 4, 2018

Present:

Mr. Brian Proctor, President	Maria Marcinko, Mayor
Mike Segina, Vice President	Dave Wion, Solicitor
Keontay Hodge, President Pro-Tem	Douglas Brown, Borough Manager
Dennis Heefner	Amrinder Singh, Codes Officer
Kelly Kratzer	Andrew Mahalchick. – Fire Department
Natashia Woods	Anthony Minium, Chief – Police Department
	Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Nicholas Neidlinger William Krovic

President Brian Proctor opened the meeting at 6:30 p.m. and led the body in the Pledge of Allegiance.

Mayor Maria Marcinko led the body in a Moment of Silent Reflection.

Council reviewed the minutes from May 21, 2018. *Mr. Heefner moved that the minutes be accepted as presented. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.*

There were no comments from the public on agenda items.

Mr. Dan Kaldas, an engineer from HRG Inc., presented the Monthly Engineer's Report. He shared highlights from his written report:

- The Storm Water Management Program (MS4 Program) annual report is due in September 2018.
- Midget Baseball Field – Work is continuing to obtain the closeout documents so that the contract can be closed out.
- Franklin Brown Boulevard Townhomes – No new services have been provided since the last report.
- Washington Street Sewer Rehabilitation Project – The final wearing course pavement restoration has been performed, and DeTraglia completed the new paint markings during the week of May 21, 2018. The Contractor's Application for Payment #3 and the Final Change Order will be presented later in the Council meeting.
- Land Development Plan Reviews – Sub-development Plan for Deniz Ak at 550 North Front Street was reviewed by the Planning Commission and approved at the May 21, 2018, Council Meeting.
- Sanitary Sewer & Water System Valuation – The Assessment of Tangible Assets for both the sanitary and combined sewer system and the water system were provided to the project team on May 11, 2018. Work is continuing on the preparation of a summary of approximate sewer, and water rate increase ranges necessary to complete the improvements identified in the 10 Year Capital Improvements Plans for use by the Borough and Authority during the valuation process. Information provided by Mr. Ed. Ellinger indicates that there have been some bids on the proposed sale of the Borough Water System.

- 2018 Roadway Improvement Project – the Borough has authorized HRG to complete the design phase and hope to publish the Request for Proposal in July. The areas included in the paving project are:
 - Fourth Street from Mulberry Alley to Walnut Street
 - Walnut Street from Second Street to Fourth Street
 - Lincoln Street from Harrisburg Street to North Third Street/Trawitz Alley and Columbia Street Intersection north towards the cemetery.

Following the review of his written report, Mr. Kaldas requested Council approve the Final Change Order to DeTraglia Excavating for Washington Street Sewer Project Amount of \$33,397.84. *Mr. Segina moved that the final change order to DeTraglia Excavating for the Washington Street Sewer Project be approved for a payment of \$33,397.84. Ms. Kratzer seconded the motion which passed by a unanimous vote of Council.*

Mr. Kaldas requested Council approve DeTraglia Excavating Company’s Application for final payment for the Washington Street Sewer Project in the Amount of \$128,432.76. *Mr. Segina moved that Council approves the request for final payment to DeTraglia Excavating for \$128,432.76. Ms. Woods seconded the motion which passed by a unanimous vote of Council.*

Mr. Segina moved, and Ms. Hodge seconded the recommendation that Council accepts the Engineer's Report as presented. A unanimous vote of Council passed the motion.

The following communication was sent to Council for their information:

UGI Energy Services wrote to acknowledge receipt of the Borough's request to demolish the building known as 24-26 Frank Brown Boulevard. UGI stated that the demolition could not be completed until confirmation from their service department has determined that it is safe to do so.

Penn Environmental & Remediation, Inc. wrote concerning the new regulation for registering Basin-water users that went into effect January 1, 2018. The agency is offering their services to assist the Water Authority in completing the forms necessary to maintain the Grandfathered Water Use Exemption. Ms. Kratzer agreed to follow-up on the information contained in this letter.

Dauphin County Bureau of Registration and Elections wrote to thank the Borough for providing polling places. They also included information regarding the requirement that polling places comply with the American with Disabilities Act, regarding the accessibility of polling places for the citizens. The Bureau has partnered with Election IQ, LLC which will begin assessing polling places the week of June 11, 2018. Those polling places that do not currently meet the ADA requirements will be given ways to make temporary methods of coming into compliance.

Republic Services provided public service information regarding changes occurring in international recycling and the impact on future recycling.

The Borough received information from the Capital Regional Council of Government Uniform Construction Codes Appeal Board’s Decision to reject the Mike Murphy Rentals Appeal of 301 S. Front Street. At this point, Mr. Singh requested the opportunity to provide information on the appeal and as well as provide an update on another matter. His request was accepted. May 22, 2018, a Council of

Government (COG) Appeals hearing was held for 301 South Front Street. The owner wanted to change the vacant commercial area into a residential facility. In September 2017 the Zoning Hearing Board approved the change of use from commercial to residential. Because the purpose changed, Mr. Singh informed the owner that the sprinkler system must be installed for the entire building. He also told the owner that he could appeal the decision to determine if he was interpreting the code correctly. The COG reviewed the plans and unanimously agreed that Mr. Singh's interpretation of the requirement was correct. Having received the decision, the owner must revise and resubmit the plans to include the sprinkler system. Mr. Singh noted that there is another way to avoid installing a sprinkler system, Mr. Singh was not sure if the owner was going to pursue the second choice.

Mr. Singh also reported that the 5-year accessibility audit. During the Administrative review, only one problem was found, and it was that a code year was not listed. The Inspectors conducted random field inspections to Rise, Family Practice Center and the Dealership located at 101 Trewick Street. On all three properties, the owners made changes to the features that caused them to be out of compliance with the ADA laws. The Codes office will work with them to ensure they bring their property is approved. The Inspector also noted that one of the third party inspectors, Commonwealth Codes, did not inspect one property correctly. The Inspector made a notation in the record regarding the improper inspection. The Borough passed both the Administrative and Field inspections and were highly complimented regarding the work that has been done in this area. A final report will be filed with the Borough within 60 days. Mr. Heefner asked why the appeal was made to the COG. Mr. Singh stated that under the Borough Code, anything related to property maintenance, health and housing goes before the Steelton Codes Board. Anything that falls under UCC (State) regulated is taken before COG. There are special requirements of the members, such as construction codes officials and different community members. Since there is no UCC Board, four municipalities participate in a COG, Mr. Heefner made a statement regarding the need for qualified persons to join the Steelton Codes Board. Persons on the Board who have no experience allow variances, particularly properties on Front Street which cause the Borough to lose revenue.

Unfinished Business:

Ms. Woods requested that action on the Resolution Establishing Steelton Borough Facility and Property Use Request Policy be tabled.

Mr. Todd Meledin requested the Council support his Wheels of Steel Project. By Memorial Day 2019 he hopes to have collected 100 recycled/repared bicycles to the children in Steelton. Helmets and locks will accompany the bikes. He also intends to teach children to ride, bicycle safety and have an active bicycle riding group. He would also like to see the Greenspace opened up so that the children can use that area. Another goal is to teach children how to repair bicycles as a learning experience that they can use in the future. Mr. Meledin is working with non-profit groups and his church to organize and get the project started. Chief Minium stated that the police department has some bicycles for use n the program. In addition to Mr. Meledin, Mr. Ross Willard from Recycle Bicycle spoke about the importance of the program and how his organization will help develop and support the Wheels of Steel Project.

Mr. Heefner presented information about the Blueberry Alley Storm Water Repair Project by comparing the cost of contractor repair and staff repair. Rogele, Inc. provided an estimate of

\$32,526.00. Brian Handley estimates that staff can complete the work for \$10,881.21. The issue is whether or not the team can complete the work in a reasonable amount of time. Staff is already behind in their work plus one person retires. If the current projects are completed systematically, they would be caught up and able to start summer work in June. President Proctor asked of the price of materials could increase before staff is ready to complete the task. Mr. Heefner stated that it was a possibility that increases could occur. He suggested some of the materials be purchased now and stored until the repairs can be made. President Proctor asked how many men and how many days it would take to get the work completed. Mr. Heffner stated it would take three men and a little over one week to ensure the blacktop correctly applied. Staff would only be able to finish this job, leaving the rest of their work un-tended. Ms. Hodge asked the priority of this project. The project has been on the burner since he was on Council before. The Italian Club is the party that is sustaining the damage and the amount of damage is increasing. Mr. Heefner stated this project and the Barbush project are the priority. Mr. Segina moved that Borough staff move forward on making the repairs on Blueberry Alley at their earliest convenience at a price not to exceed \$12,000.00. Mr. Heefner stated that no cap could be put on the project because the actual problem will not be known until they start the project. Ms. Kratzer added, pending any unforeseen complications. She also added this is a contributing business. Ms. Hodge asked if the clause, at their earliest convenience, should be removed from the motion given the increasing priority. President Proctor suggested June 19, 2018, as a beginning date. Mr. Heefner placed the Barbush project as the top priority. He has to get with Brian Handley to work around his schedule. The President also instructed that Public Works pass some of the work over to CEO so that their services are effectively and efficiently used. Ms. Hodge stated that the fact that Mr. Heefner is saying "they are not doing the work and are not instructed correctly" could be that they are not sure where to start and what the priorities are. Mr. Heefner disagreed; however the priorities are still not clear. *Ms. Kratzer moved that the Blueberry Alley Project also be treated as a priority setting the initial amount of \$12,000.00 and any additional cost be brought back to Council for approval and work with CEO and Mr. Brown to complete the project. The motion was passed by Council with a 6-1 vote with Ms. Hodge casting a "no" vote.*

Kim Hanson, the County Director for CEO. She stated that it had been a pleasure working with the Borough. In response to Mr. Heefner's earlier comments, she noted that CEO sends a crew of 7 persons each day in addition to an on-site supervisor. It may be helpful to set up a schedule with priorities so that the work that needs to be completed will be completed. Mr. Heefner stated that there was no problem with CEO. Instead, the issue is with Borough staff. Ms. Hanson stated that she is hopeful that CEO will work with the Borough until the end of the year. President Proctor instructed that Mr. Heefner, Mr. Brown and Ms. Hanson meet to so that the three entities can determine what will be done and iron out any problems that might occur. Mayor Marcinko noted that the CEO contract stated that CEO would rent or purchase any items that the Borough is unable to provide. She wondered if there was a limit to what could be made. For example, if there were a project that required scaffolding, would CEO rent it? Ms. Hanson answered that they would rent scaffolding if needed. *Ms. Hodge moved, and Ms. Kratzer seconded the motion that the Center for Employment Opportunities is granted the bid for Supplementary Maintenance and Cleanup Service for \$31, 800 from this date to December 31, 2018. A unanimous vote of Council passed the motion.*

Mr. Brown presented an RFP for Lawn Care Services to supplement lawn maintenance completed by Borough staff. At the time the Borough is continuing to use Hughes Lawn Care, which is the company

that used in 2017. If approved, the RFP would have a submission deadline of June 29, 2018, and would allow the Borough to have a new lawn care service in July. The RFP would run on a two-year cycle so that it would not be necessary to place supplemental lawn care out to bid next year. Ms. Hodge asked why staff from CEO could not be used to fulfill this need. CEO has done some of the lawn care, however, using them for lawn care would significantly reduce the other things they do to maintain the Borough. Following a sidebar, President Proctor asked if it would be possible to amend the \$31,800 and add additional crew members to take care of the grass. Ms. Hodge asked Ms. Hanson if CEO could add another supervisor and staff to cover the maintenance need. Ms. Hodge suggested that having one company do all the work seems more feasible. Ms. Hanson stated that it would need to be a long-term project. Mr. Brown responded that The RFP indicated that assistance with lawn maintenance was required May through November, because of the limited time frame a part-time temporary supervisor would be needed to supervise the work crew. Ms. Hodge recommended that CEO expand to handle the additional project, and it is set up to run a two-year cycle. Ms. Kratzer expressed her opinion that the Borough should find a way to use CEO. Mr. Heefner needed clarification that CEO would rent or purchase equipment required to complete the job. Ms. Woods asked if an additional supervisor is really needed. Ms. Hanson stated that there must be a supervisor because the persons are on State Parole. *Mr. Segina moved that Mr. Brown be authorized to place RFP for Lawn Care Services out to bid. Ms. Kratzer seconded the motion which passed by a unanimous vote of Council.*

Mr. Brown provided an update on the Request For Proposal for the Redevelopment of North Front Street. Mr. Brown stated that advertising the RFP got good coverage and there is substantial interest, both locally and nationally. A site visit for persons interested in the redevelopment project is scheduled for June 22, 2018.

President Proctor had to leave the room and passed the gavel to Mike Segina, Vice President of the Council.

Mr. Brown presented some of the pictures showing the progress made in the construction of the new fire truck.

Ms. Hodge requested the Council approves Resolution 2018 -R-___, showing Steelton Borough's support of the Citizens Commission on Redistricting, which was prepared by Mr. Wion. *Ms. Kratzer moved that no action be taken, and the resolution is tabled until the next meeting when legal counsel is present. Ms. Wood seconded the motion which passed by a unanimous vote of Council.*

President Proctor returned to chambers.

Mr. Brown requested Council's approval to engage Voyager Music to provide sound, lighting and a stage for the Steelton Fest. Mr. Wion asked that they show proof of insurance, which they did show Mr. Brown their State Farm Insurance Certificate for the event. The cost for the event is covered in the NEDC budget, and with a \$5,000.00 Dauphin County Tourism Grant. Ms. Kratzer stated that she wanted to see the contract, to which Mr. Proctor stated that the contract is acceptable as presented and Mr. Wion approved the insurance. *Ms. Hodge moved that Council approve the engagement with Voyager Music for the amount of \$4,500.00. Ms. Woods seconded the motion. The motion passed by a unanimous vote of Council.*

New Business:

Chief Minium provided an update on the canine being donated to the Borough by tripWIRE. The dogs who have gone through the classes so far have failed because they are too hyper. The dog will be available this summer, and he would like to purchase the canine vehicle now. The car will cost \$45,322.00. This purchase is not budgeted; however, \$ 10,550.00 was donated and additional donations are expected. Chief recommends the automobile be leased for four years \$ 12,659.05 which is in the budget with the contributions and he can include it in the budget in the subsequent years. After the four year period, the vehicle can be purchased for \$1.00. Chief requests permission to get the agreement to Mr. Wion's review and upon his approval, lease the automobile. It will take six to nine weeks for the car to be available. Mayor Marcinko reported that the St. Lawrence Club would sponsor a First Responder fundraising dinner to assist with the purchase of the new fire engine and the canine car. Also, Prince of Peace Parish will have a Bingo, the receipts of which will be shared between the Fire and Police Departments. Chief Minium stated that once received; the automobile can go into immediate use. It can only carry one prisoner because the cage for the dog will take up half of the backseat of the vehicle. Mr. Segina stated that he would like the request to be presented to the Finance Committee. He further noted that when the discussion of a canine car was raised initially, it sounded like it would be a wholly donated vehicle, however, now some cost will be incurred. President Proctor clarified that the donation almost covers the first year's lease. Chief stated that the Department was scheduled to purchase a new vehicle in 2019. That purchase, which would be around \$45,000.00 could be postponed to a later year. Mr. Heefner stated that he thought the Department was getting a used car. Chief responded that it is not economically feasible to get a used car and install what will be called a "customized cage" because the customization increases the cost of the cage. Mr. Heefner asked if the canine vehicle is converted to a regular police car if the canine program is no longer active. Chief responded that it would not need to be converted because one seat for a prisoner is already available in the SUV. Mr. Segina stated that he does not have a problem with using the funds set aside to purchase the vehicle next year; however, he would like to see the funds for the next new automobile be purchased solely with donations. Chief clarified that he said that everything for the dog would be donated except the vehicle. He anticipates continued fundraising will pay for the canine car. Ms. Kratzer stated that she understood that everything for the canine would be donated except the car. Donations are available for the first year's lease. The vehicle could be put in the budget for next year in addition to continued fundraising. Mr. Segina wanted to know if there was an estimated cost of the officer's gasoline cost and mileage to and from home and had guesstimated \$5,000.00 per year for that section of the cost. The officer involved is one of the furthest away, but an estimate of price based upon his work hours could be provided. Further, Chief noted that no one in the Department has a take-home vehicle, so, up to this time, he has managed to stay within his budget. Mayor Marcinko stated that consideration should be given to the fundraising that has occurred already. She said that raising \$11,000.00 in a couple of months is amazing. She further stated that the money would be increased. Perhaps the purchase of the vehicle could be delayed until it is know when the dog is coming. Consider approving is August 1, 2018. The fundraising events are scheduled for August. Ms. Woods stated that she was okay with supporting the request but asked that the information is provided at the next Finance Commission meeting. Ms. Kratzer has no issues with the request because Chief has always come in under budget, but would also like to see a rough estimate of mileage. *Ms. Hodge moved that Council approve the four year lease of the vehicle at the cost of \$12,659.05 per year for a total of \$45,*

322.14. Ms. Woods seconded the motion which was passed by 5-2 vote, with the negative votes cast by Mr. Proctor and Mr. Segina.

Mr. Segina asked to make a note and stated “that his name is pretty much on not having a future for the budget moving forward and trying to get a handle on what our finances are because we are getting tight and we have been for a while. Without having those numbers exactly in front of me I’m all for the vehicle to be completely honest, but it it’s just I would like it if we put a little more due diligence to know what this will be costing residents before voting”. He also re-stated the fact that he did not know about the request, there was nothing in the packets, he just heard about it when Chief made the presentation.

Chief Minium asked for approval to use the green space on North Front Street as an alternative place to hold the National Night Out activities. The park that they have been using is getting too small to accommodate the turnout. A request has been made to SHSD to use the football field, but there has been no response. Mr. Heefner remarked about the growth of the process. Verbal approval was given for the use of the area on North Front Street.

Mr. Segina began a discussion of upgrading the audiovisual equipment of Council Chambers and the possibility of having live broadcasting of Council meetings.

1. The addition of the projector and projector screen would improve the public’s ability to view what the Council views when presentations, such as the Deniz Az subdivision request, are presented. Having the visual information available will assist the public in understanding the decisions being made by Council and give them the ability to ask questions. He is recommending the purchase of \$64.99 projector. There are several possibilities for placement of the projector and screen. Ms. Hodge asked the difference between the \$ 799.00 screen and the one that cost \$864.00. Mr. Segina stated that the Police Department has one that is too out of date to use for this purpose. *Ms. Hodge moved that Council approve the Benq projector for \$ 799.00 and the Ulikit screen for 64.00 for a total of \$ 863.00. The motion was seconded by Ms. Kratzer and was passed by a unanimous vote of Council.*
2. Mr. Segina presented a way to provide live broadcasting of Council meetings in the most economical and straightforward approach that the Borough staff could manage. After doing research, he recommended using Boxcaster. This company will provide software licensing, equipment to attach to your own camera and they handle all streaming, recording, and maintenance of the videos. It is also possible to upload the agenda, date of the meeting and other information that might be shared with the public. The initial cost for Boxcaster is \$300.00 for the acquisition of their box which will connect to the camera and audio system. The yearly subscription for the service is \$2,159.76. There is an additional cost, which would be for the purchase of a camera, which (for this purpose will be a non-professional/non-consumer camera) with a price of \$900.00 and the cost of cabling. These additions will make the cost of initial set-up \$3,482.75 with an on-going cost of \$2,159.76 annually. Ms. Hodge said this was discussed at the NEDC meeting. Her concern was paying for a company to manage the live broadcasting when YouTube is free. Mr. Segina responded that trying to do a live stream without being able to connect the camera to the audio system and the use of a server would not produce the quality desired. Using YouTube would be more expensive initially since the audio connection and server would have to be purchased, in addition to the camera, cabling, etc. The process he is recommending spreads the cost over time as opposed to production

equipment. His proposal would eliminate background noise, and the processing and streaming of the broadcast will be better. Mr. Heefner asked if the project did not work out if the camera could be used for something else. Mr. Segina responded positively. With this system, it is also possible to simultaneously broadcast on Facebook. However, Mr. Segina was concerned about it being a public forum if it would be subject to following public comments online. He would like to get a legal opinion on this issue before moving further. Mr. Heefner asked if there would be a delay in the feed. Mr. Segina responded that there would be a 10-15 second delay. There was also unintelligible discussion among Council members.

Public Comments:

Emmuel Powell, 321 Lebanon Street –Mr. Powell stated his interest in the items that were tabled by Council. One concern had to do with supporting the redistributing plan, which was tabled until Mr. Wion could be present. Ms. Hodge informed him that Mr. Wion had prepared the resolution, but Council members were not ready to take action. The issue is that only the State Legislature can make decisions regarding redistricting, and persons are concerned that the public had no input in the decision making. Then Mr. Powell spoke about the lack of action on the development of a Senior Citizen Center. Several buildings that might be available were discussed. Ms. Hodge stated that the computers and Lion's grant are waiting for use; however, a structure must be identified first. Ms. Hodge assured Mr. Powell that she is willing to do anything and everything necessary to provide support to the Senior Citizen community.

Council Concerns:

Ms. Kratzer announced the Fire Department Chicken Bar-b-que scheduled for June 30, 2018.

Mr. Heefner had no comments.

Ms. Woods thanked persons for attending the meeting.

Mr. Brown asked if Council could recess into Executive Session following the comment/concern period to discuss personnel issues.

Mayor Marcinko had several items:

- Requested Mr. Heefner provide an update on the painting of the slow down on Third and Jefferson which was discussed a year and a half ago. Mr. Heefner had no information on that project.
- May 25, 2018, she and Chief Minium attended a Memorial Service at the Elementary School
- The Welcome to Steelton sign on Front and P Street looks absolutely beautiful. Great job Public Works staff. The LED light is perfect.
- She will be out of the country from June 17 – July 2. Mr. Proctor will be the Mayor during this time, so she will not be present at the next Council meeting.
- She can't believe that there was a conversation about purchasing a police vehicle that might save a life and about the gas and travel and everything else when we're going to sit here with two years gas with those cameras. Council has not had or needed live streaming, and in her opinion, it is a waste of money.

Ms. Hodge stated that she would talk with Mr. Powell. She ordered Soup and Subs from the Fire House. It was absolutely amazing and encouraged persons to take advantage of the next sale. She thanked Mr. Meledin for coming in and trying to do something about the bikes. She understands how

it is when kids don't have bikes. Chief Minium helped get bikes for kids who didn't have them last year at the Christmas Dinner. She expressed that she thinks the program will be great. She thanked Ms. Hanson for bringing CEO to the Steelton community, but also for giving persons who need a second chance the opportunity to have restored faith for themselves and the community because many of them are looked down upon for making one mistake or two when you never know where a person is. She thanked persons for attending the meeting and gave kudos to the Chief and Mr. Singh, and everybody. She stated that it is all about love.

Mr. Segina – Explained that he had nothing against the police vehicle, but it comes down to the transparency how on Council spends the money, it goes through a committee process, things are placed on the agenda, things go into our packets. There was nothing in the packet on this item, so there was no way to think about it or plan for it. If he had seen it on Thursday or Friday, he could have reached out to the Finance Committee and talked to Rose or Doug. He didn't get the number until now, and he wants to be transparent about how the money is spent. He has tickets for the Chicken Bar-b-que on the 30th if anyone wants to purchase some.

President Proctor– Thanked everyone for coming out. He mentioned that the Mayor had announced that he would be the Mayor during her absence. He had Mr. Segina clarify when he would be town and that will be June 18-20. Mr. Proctor noted that Mr. Segina nor the Mayor would be present at the next Council meeting. Mr. Proctor stated that everyone would miss Ms. GG, who was the lunch lady as well as Mr. Dick Weinstine, both of whom passed recently. He asked that persons keep those families and families of other persons who have transitioned in mind.

Mr. Segina moved that Council switch into Executive Session at 8:17 p.m. Mr. Heefner seconded the motion and passed by a unanimous vote of Council.

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

Ms. Kratzer moved that Council accept the resignation of Mr. Amrinder Singh. Mr. Heefner seconded the motion which passed by a 6-1 vote. Ms. Hodge cast the negative vote.

Mr. Segina moved that the June 4, 2018 meeting of the Steelton Pennsylvania Borough Council adjourn at 8:45 p.m. Ms. Woods seconded the motion which passed by a unanimous vote of Council.

Respectfully Submitted,



Doug Brown, Secretary

Steelton Borough Council Agenda

July 2, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: President Proctor

Approval of minutes from previous meeting: June 4, 2018

Public Comment of Agenda items only:

Approval of schedule of billing, requisitions, and change orders as presented for: June 2018

Approval of Department Reports:

Fire Department and Ambulance Report – Written

Codes Department 2017 Annual Report – Written/Presentation

Police Department 2017 Annual Report – Written/Presentation

Public Works (Written and Oral Report)

NEDC Committee

Parks & Recreation

Junior Council

Mayor’s Report

Borough Manager’s Report

Presentation:

Dan Kaldas

Engineer’s Report

Request Conditional Approval of Final Payment to DeTraglia Excavating for their work on the Washington Street Project in the amount of \$25,942.54

Communication:

Pop’s House

Announcing Walk A Mile In My Boots Festival, July 28, 2018, Reservoir Park Course & Band Shell

Dauphin Co Community & Economic Development

Community Repetitive Loss Area Analysis Report Available for Review at [www.dauphincounty.org/Dauphin Co RLLA - 051618.pdf](http://www.dauphincounty.org/Dauphin%20Co%20RLLA-051618.pdf).

Steelton Code Enforcement Department

Notice of Steelton Borough Codes Appeal Board Request (2)

Unfinished Business:

Mr. Brown

Update on Fire Truck

Mr. Wion

Resolution 2018-R- _ Citizen’s Commission on Redistricting

Mr. Segina

Live Broadcasting of Council Meetings

Ms. Hodge

Request to Co-sponsor Pop’s House 2018-2019 Gaming Application

Mr. Brown

Update on Mowing Bids

Mr. Wion

Leasing of Police K-9 Unit Agreement

New Business:

Ms. Woods

Approve the preparation of a Resolution in Support of Fairness and Commonsense Funding in Public School Funding

Mr. Brown

Final Application of Subrecipient Agreement with Dauphin County for CDBG Funds for Paving Project in the Amount of \$1000,00.00

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Adjournment:

Steelton Pennsylvania Borough Council Minutes July 2, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
Kelly Kratzer
William Krovic
Natashia Woods

Dave Wion, Solicitor
Eugene Vance, Chief – Fire Department
Anthony Minium, Chief – Police Department
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause:

Maria Marcinko – Mayor, Douglas Brown - Borough Manager, Nicholas Neidlinger - Jr. Council Person

President Brian Proctor opened the meeting at 6:30 p.m. He led the body in the Pledge of Allegiance and a Moment of Silent Reflection.

After a review of the June 4, 2018 meeting minutes, Mr. Segina moved, and Mr. Krovic seconded the motion that the minutes be accepted as presented. The motion passed by a unanimous vote of Council.

There was no public comment on the agenda items.

After review, Ms. Kratzer moved, and Mr. Segina seconded the motion to receive the schedule of billing, requisitions, and change orders for June 2018 as presented. The motion passed by a unanimous vote of Council.

The following Department Reports were received:

Fire Department and Ambulance Report presented a written report. Chief Vance added that the final inspection of the new Fire Truck will be made July 24, 2018. The anticipated delivery date is the second week in August.

Codes Department submitted a written report.

Police Department submitted a written statistical report. Chief Minium webpage

Public Works submitted a written report.

Neighborhood & Economic Development Committee (NEDC) requested the decision to support the Grant Co-Sponsor request from Pop's House to be postponed. The Committee will hold all application and present their recommendation to the body at a later date.

Parks & Recreation had no additional activities to add to their previous report.

Junior Council submitted no report.

Mayor's Report - the Mayor was absent, and no report was submitted on her behalf.

The Borough Manager was absent and had no report on Borough activities.

Mr. Segina moved, and Ms. Hodge seconded the motion to accept the Departmental reports as submitted. The motion carried by a unanimous vote of Council.

Dan Kaldas, from HRG, presented the written Engineer's Report before the meeting. He highlighted some of the printed items.

- Storm Water Management Program report is scheduled for submission September 2018.
- Midget Baseball Field CDBG Project is waiting for Dauphin County to release the remaining contract funds from CNA Surety.
- Franklin Brown Boulevard Townhomes work from HRG has been completed. The project developer informed them that construction on the first unit is scheduled to begin Summer 2018 with a completion date of Fall/Winter 2018.
- Washington Street, Sewer Rehabilitation Project, is substantially completed. The contractor has submitted the information necessary for final payment.
- Sanitary Sewer and Water System Valuation initial work are completed. A summary of the necessary capital improvements and an estimate of required sewer and water rate increases were submitted to the project team on June 1, 2018. Bids on the project were received June 4, 2018, and a preliminary review of the proposals was conducted and shared with the project team and members of both the Council and Authority June 13, 2018.
- 2018 Roadway Improvements Project was authorized by Council with bids expected in time for Summer 2018 construction. The following areas are included in the project:
 - North Fourth Street – from Mulberry to Walnut Street
 - Walnut Street – Second Street to Fourth Street
 - Lincoln Street – Harrisburg Street to North Third Street/Trawitz Alley and Columbia Street intersection north towards the cemetery.
- Mr. Kaldas requested clarification on which inlet on Walnut Street should be included in the bid. He also stated that the intent is to have all work completed during the painting season.
- Documents will be completed and presented to the Borough for review before the RFP is advertised.

Ms. Hodge moved, and Ms. Kratzer seconded the motion to accept the Engineer's Report as presented. The motion passed by a unanimous vote of Council.

Mr. Kaldas requested Council grant conditional approval of the final request for payment submitted by DeTraglia Excavating for their work on the Washington Street Project. The final amount is \$25,942.54. Completion of paperwork to and approval by Dauphin County is responsible for the delay in final payments. *Ms. Hodge moved, and Mr. Segina seconded the approval of the final request for payment to DeTraglia Excavating for \$25,942.54. The motion passed by a unanimous vote of Council.*

The following communications were received by Council:

Pop's House sent a flyer announcing the Walk A Mile in My Boots Festival, which will be held July 28, 2018, at Reservoir Park Course and Band Shell.

Dauphin County Community and Economic Development Office sent information regarding the Community Repetitive Loss Area Analysis Report. The report may be reviewed at www.dauphincounty.org/DauphinCoRLLA-051618.pdf. Mr. Segina volunteered to review and information and report back to Council at the next meeting.

Steeltown Pennsylvania Code Enforcement Department gave notice of two requests to appear before the Steeltown Borough Codes Appeal Board.

In the absence of Mr. Brown, Chief Vance reiterated the information he shared earlier regarding the progress made on the new Fire Truck. There were pictures of the development included in the Council Informational Packets.

Mr. Wion presented Resolution 2018-R-12 as requested by Council. The resolution shows the Council's support for the Citizen Commission on Redistricting. Ms. Hodge moved that the Resolution be passed. Ms. Kratzer seconded the motion which was adopted by a unanimous vote of Council.

The discussion of Live Broadcasting of Council Meetings was tabled, pending a review, and recommendation from the NEDC Committee.

Ms. Hodge reiterated her comment during the Department reports that the Request for Co-Sponsoring Pop's House is tabled until other requests are made. The committee will make a recommendation to the Council regarding co-sponsorships.

In the absence of Mr. Brown, the discussion regarding the proposals for the Mowing Project was tabled.

Mr. Wion discussed the request for a Lease Agreement for the lease of the Canine Car for the Police Department. It appears that the vehicle was obtained through the Co-Stars program, which a municipality acquisition company. He stated that Mr. Brown sent him a copy of the lease agreement on June 11, 2018, it appears that arrangements have been begun with Fulton Bank to load the money over the four-year period. He stated that the Borough cannot take action on this request because it amounts to a loan and will appear as a debt. There are issues regarding IRS, Notes, and Bonds. Further, when he reviewed the lease and compared the cost with what was recorded in the minutes, there was a discrepancy. The proper legal move is for Council's request be presented to the Bond Council for their review and recommendation. A report by the Bonding Council will cost approximately \$2,500.00. To ensure that the cost falls within the funds available from the General Fund, *Mr. Segina moved that Council authorize the work of the Bonding Council for no more than \$3,000.00. The motion was seconded by Ms. Hodge and approved by a unanimous vote of Council.*

At this point in the meeting, Mr. Heefner requested to be excused from the meeting. President Proctor honored his request, and he left the building.

Ms. Woods requested that the discussion regarding a request for Council to approve the preparation of a resolution in support of Fairness and Commonsense Funding for Public Schools be tabled because the presenter was not available to provide the necessary information.

In the absence of Mr. Brown, Mr. Wion explained the Final Application of Subrecipient Agreement with Dauphin County for Community Development Block Grant Funds (CDBG) for the Paving Project for \$100,000.00. The agreement is a standard agreement between Dauphin County and the Borough bids and receives money. The process takes about six months. *Ms. Kratzer moved that the agreement be approved. Mr. Segina seconded the motion which was passed by a unanimous vote of Council.*

Mr. Segina requested Council approve an increase in cell phone reimbursement from \$50.00 to \$100.00 since telephone calls to and from constituents and Council members have increased. *Ms. Hodge moved that the increase be approved. The motion was seconded by Ms. Woods and approved by a unanimous vote of Council.*

Mr. Segina requested Council approve a five-day training session for Mr. Curry at the cost of \$978.30. The price included hotel accommodations and conference fees. *Ms. Hodge moved, and Mr. Krovic seconded the motion to pay training expenses for Mr. Curry. The motion passed by a unanimous vote of Council.*

Public Comments:

Cheryl Powell, 321 Lebanon Street – Ms. Powell was concerned that there had been a change in Codes Officers without notice to the public. Since she stated that she did not know how to contact the new person. She was given acurry@steeltonpa.com as his email address and assured that she should continue to the same telephone number that she had previously used. Ms. Powell also expressed concern about a second demolition occurring in the Borough. Mr. Proctor assured her that the Borough staff was aware of the situations and prepared to steps to handle the problem.

Rick Kaylor, 261 South Second Street – Mr. Kaylor asked if the streets could be lined for parking. Chief Minium explained that marking the roads for parking would decrease the number of parking spots in the neighborhoods. Without marked spaces, it is possible for persons to find small areas in which to park their card. Mr. Kaylor also asked about parking in front of a garage that does not have a driveway. Since the person could not park in the garage, he did not understand why parking in that spot should be prohibited. The specific address of the garage is 251 South Second Street. Chief Minium stated that it is illegal to block some's property even when the land is inaccessible.

Mr. Emmuel Powell, 321 Lebanon Street – was concerned that there is only one handicapped space on the Borough's parking lot. He thinks there should at least be two. Chief Minium volunteered to designate one of the Police car parking spots as a handicapped parking space.

Ms. Hodge moved, and Mr. Krovic seconded the motion that the police car parking space next to the dumpster be designated handicapped parking space. The motion passed by a unanimous action of Council. Mr. Powell requested clarification regarding the money required to Co-Sponsor Pop's Kitchen.

Ms. Hodge explained that every year, the local casinos must support the community by donating funds that will be used for community programs. She further said that the Dauphin County area has received funds several times. As a part of the requirements to receive the grant funds, a project must have a municipality to co-sponsor the request. This co-sponsorship indicated that it is a program that is needed by the community. Since Steelton Borough receives a lot of applications, the NEDC Committee determined that they would review each request and make recommendations to the Council. The primary emphasis will be on sponsoring programs in the Steelton Community.

Council Concerns:

Ms. Kratzer asked if Chief Minium would have staff complete a street study at the corner of Spruce and Chestnut Streets and report back to Council. She believes that the corner needs to have a stop sign because of the traffic. Mr. Brown is to contact PennDot to see if that area is a State road and if so, what can be done to ensure the safety of persons traveling at that intersection. She also asked Chief Vance about the outcome of the Fire Department's Chicken Bar-B-Que. Chief reported that it was a sellout.

Ms. Woods and Mr. Krovic thanked persons for coming out to the meeting.

Ms. Hodge thanked persons for coming out. She stated that the chicken served by the Fire Department was delicious. The Councilperson encouraged persons to attend Steelton Fest. She noted that a new brewery in the area would be handing out samples of their new products.

Mr. Segina thanked Council for the flowers sent to his family upon the passing of his mother. 2017-R-34 gave the response deadline for persons wanting Steelton to Co-sponsor their Casino Grants was June 15, 2017. Due to the lateness of actions, this year the response date will be July 16. The change will be for this year and this year only. *A motion to adopt Resolution 2018-13 was made by Mr. Segina. Ms. Kratzer seconded the motion which was adopted unanimously by Council.* Mr. Segina also thanked persons for attending the meeting.

Mr. Proctor thanked Council for progressively moving forward. He encouraged persons to attend Steelton Fest and named several participants. The person who heads Polka Quad is ill, and the search was on for a new group to fill that spot.

Mr. Wion reminded Council that there was a need to have an Executive Meeting to discuss the Frank Brown Boulevard Townhomes.

Mr. Segina moved, and Ms. Hodge seconded the request that the meeting is adjourned to move into Executive Session.

At 7:35 Mr. Segina moved, and Ms. Hodge moved that Council move back into public session. The motion passed by a unanimous vote of Council.

At 7:36 Mr. Segina moved, and Ms. Hodge seconded the motion the Council meeting be adjourned. The motion passed by a unanimous vote of Council.

Respectfully Submitted,

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

Doug Brown, Secretary

Steelton Council Agenda

July 16, 2018

Call Meeting to Order: President Brian Proctor

Pledge of Allegiance: President Brian Proctor

Moment of Silence: President Brian Proctor

Executive Sessions held between Meetings: None

Approval of Minutes from previous meeting: July 2, 2018 Meeting

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: June 2018

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Written Report)

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

Recreation, Parks & Events (Oral Report)

Junior Council Activities (Oral Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentations:

Mr. Justin Bell, Zelenkofske Axelrod

Review of Fiscal Year 2017 Borough Audit

Mr. Segina

Regulatory Program Fee Schedule Update

Rebecca Kann

Request to Address Council Regarding Fair Funding Resolution

Communication:

UGI

Termination of Gas Service at 24 Adams Street

Borough of Steelton Codes Office

Open Notice of Violation

Hamilton & Musser, PC	Solicitation of Accounting Services Contract for 2018.
Dauphin County	Notices of Change of Assessment for 319 S. 4 th St. 404 Swatara St., and 406 Swatara St.
Janette Tepsich	Complaint about Service Line Warranties of America
Cindy Marburger	Copy of Letter for Steelton Borough Municipal Directory & Map for 2018 Sent to Businesses in Steelton
Unfinished Business:	
Mr. Brown	Award of Bid to Hughes Lawncare for Mowing Services on Borough Properties through December 31, 2019.
Mr. Wion	Approval of Second Addendum to Memorandum of Understanding Between Steelton Borough, Dauphin County Redevelopment Authority, and Tri-County Housing Development Corporation Regarding Frank S. Brown Blvd Town Home Project
Mr. Wion	Resolution 2018-R-14 Authorizing the Transfer of Lots 1-12 Related to the Frank S. Brown Blvd Town House Project
Mr. Kaldas	Authorization to Advertise Bids for 2018 Steelton Paving Project
Chief Anthony Minium	Discussion of approval for Purchase of Police Garage
New Business:	
Mr. Brown	Approval of Supplementary Agreement with Highspire to Provide Reciprocal Codes Services
Mr. Brown	Approval of Metering Proposal Based on New Information

Mr. Brown Approval of Gaming Grant Application for Steelton Skate Park Loan Repayment/Phase II and Fire Truck Debt Reduction and Equipment Purchases

Mr. Wion Approval of Repository Bid of \$500.00 for 331 South 3rd Street

Ms. Woods Approval for End of Summer Camp Picnic, August 17, 2018. Request to block off 4th Street between Pine and Mulberry Streets

Mr. Brown Mid-Penn Bank Request for Gaming Grant Co-Sponsorship for Breast Cancer Awareness Project

Council Concerns:

Public Comments:

Executive Meeting: To discuss legal and personnel matters

- Highway Laborer Hire
- Steve Wilbert Retirement – Replacement
- Short-staffed at Filter Plant

Other Business:

Mr. Brown Promotion of Aaron Curry to Senior Property Maintenance Officer Position with Starting Salary of \$40,000; increased to \$45,000 with Attainment of Building Code Official Certification

Mr. Brown Approval to Move Jacob Dohmen to 40 Hours per Week as Property Maintenance Officer

Mr. Brown Decision Regarding Sewer System Bid

Adjournment:

Steelton Pennsylvania Borough Council Minutes July 16, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
Kelly Kratzer
William Krovic
Natashia Woods

Dave Wion, Solicitor
Douglas Brown, Borough Manager
Eugene Vance, Chief – Fire Department
Anthony Minium, Chief – Police Department
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Mayor Maria Marcinko, Nicholas Neidlinger

President Proctor led the group in the recitation of the Pledge of Allegiance.

In the absence of the Mayor, Ms. Kratzer led the group in a moment of silence.

There was no Executive Session between meetings.

Ms. Hodge moved that the minutes from the July 2, 2018 meeting be accepted as presented. The motion was seconded by Ms. Kratzer and passed by unanimous vote of Council.

There were no comments on agenda items public.

Mr. Segina moved, and Ms. Kratzer seconded the motion to approve the schedule of billing requisitions, and change orders for 2018. Council passed the motion by unanimous vote.

The following Departmental Reports were made:

Fire Department and Ambulance – Written Report

Mr. Krovic thanked the Department for the use of the generator the Steelton Fest.

Police Department - Written Report

Codes Department - Written Report

The Department was instructed to complete the three missing statistics before the next meeting.

Public Works - Written Report

Parks & Recreation –

Ms. Woods the meeting for this Committee is scheduled for July 19, 2018

NEDC Committee –

Ms. Hodge stated that the Committee is expected to meet July 24, 2018.

Stormwater Committee – Oral Report

Ms. Kratzer reported that a Legislative Committee Meeting is scheduled for July 23, 2018. On the agenda is a discussion on establishing the Committee and organizing a Car Wash at Advanced Auto.

Junior Council Activities – No Report
Mayor’s Report – No Report
Borough Manager Report – Oral Report

Mr. Brown wanted to make Council aware of three things:

- ✓ The Fire Department will hold training on July 21-22.
- ✓ Responses to the RFP for the property of Front Street should be in by the end of July.
- ✓ Interviews to fill a vacant position will be held July 19, 2018.

Ms. Hodge moved that the Department Reports be accepted as presented, with the caveat that the Codes Report be updated at the next Council Meeting. The motion was seconded by Mr. Segina and was passed by a unanimous vote of Council.

Presentations:

Mr. Justin Bell, Zelenkofske Axelrod presented a review of the Fiscal Year 2017 Borough Audit. There was a good response from the staff, and things are in order. Following the presentation, *Ms. Hodge moved, and Mr. Krovic seconded the motion that the Fiscal Year 2017 Steelton Borough Audit be accepted as presented. The motion passed by a unanimous vote of Council.*

Communication:

UGI sent notice of the termination of Gas Service at 24 Adams Street.

The Borough of Steelton Codes Office sent the Borough an Open Notice of Violation for the property located at 1 North Front Street. The violation occurred on March 3, 2016, and no notice of resolution had been provided to the Department since that time. The letter instructs the Borough to notify the Department if the issue has been resolved. Ms. Hodge questioned the dates on the letter and the extension and was satisfied by the response from Mr. Brown.

Hamilton & Musser, PC wrote to solicit an Accounting Services Contract for 2018.

Dauphin County sent notice of assessment changes for 319 South Fourth Street, 404 Swatara Street, and 406 Swatara Street.

Ms. Jannette Tepich wrote a letter of complaint regarding the letter from Service Line Warranties of America.

Ms. Cindy Marburger sent a copy of the solicitation letter sent to area businesses requesting that they participate in the development of the Steelton Borough Municipal directory & Map for 2018.

Unfinished Business:

Mr. Brown presented the response of the RFP sent out for lawn care and maintenance services of 28 properties owned by the Borough. Potential bidders had the opportunity to visit each location with Public Works staff. Two proposals were received. The proposals were from Nick Foster who bid \$4,100 per month. The second proposal was accepted from Hughes Lawn Care who bid \$680.00 per week. Mr. Brown recommended Council approve the proposal from Hughes Lawn Care since it was the lower of the two bids. The lawn care services will be provided effective 2018 through December 31, 2019. *Mr.*

Segina moved that the contract be awarded to Hughes Lawn Care. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.

Mr. Wion presented the Second Addendum to the Memorandum of Understanding between Steelton Borough, Dauphin County Redevelopment Authority, and Tri-County Housing Development Corporation Regarding the Frank. S. Brown Boulevard Town Home Project. The current project for development began with a MOU between the three entities October 10, 2016. This was a basic agreement to develop 12 residential units. An addendum was added April 17 to seek and get specific grants to finance the approved plan. Recently there are indications that in addition to the funding already mentioned, there is a need for additional funds. Now the parties understand that there is a need to set an additional addendum to the agreement. The second addendum transfers the property to the Dauphin County Redevelopment Authority and the Tri-County Redevelopment Corporation for development of the Frank S. Brown Boulevard Town Home Project with the understanding that the transfer and authorization to develop the property is not contingent upon funding from the Affordable Housing Program in Pittsburg, but can seek other funding sources. Mr. Gary Lenker, Executive Director of Tri-County Housing Development Corporation, which is located at 1514 Derry Street in Harrisburg was present to share information regarding the addendum. He noted that the addendum has already been approved by the Board of Directors of both the Tri-County Redevelopment Corporation and Dauphin County Redevelopment Authority. He stated that the application to the Pittsburg Affordable Housing Project was unsuccessful last year because all available selling points were not considered by the reviewers. He said that it is possible to secure a loan from Home Loan Bank. The amount of funding has increased to \$100,000. Mr. Proctor asked Mr. Lenker to provide information about successful projects managed by the Corporation. Mr. Lenker's list included projects in Middletown, Cumberland Borough, and Shippensburg. Ms. Kratzer asked if this addendum was contingent on new funding and why the increase in funding was needed. Mr. Lenker explained that funding would be broken down and the State has changed the law making it necessary to pay prevailing wage for housing construction as small as 12 units. He also said that if he was unable to get funding from the Home Loan Bank, he would continue to seek funding from other sources. Two good things have happened, 1) \$300,000+ funding has been amassed to sponsor the project and 2) Mid-Penn Bank has provided pre-approval for construction financing. The real issue is trying to make it affordable by keeping the purchase price under \$100,000. Mr. Lenker advised that Council should look forward to a Press Conference and the Groundbreaking to start the development of the project. *Ms. Hodge moved, and Mr. Segina seconded the motion that the Second Addendum to the Memorandum of Understanding between Dauphin Redevelopment Authority, Tri-County Redevelopment Corporation, and Steelton Borough be approved. Mr. Proctor called for a roll call vote. Ms. Woods, Mr. Krovic, Ms. Hodge, Mr. Proctor, Mr. Segina, Mr. Heefner and Ms. Kratzer each cast their vote in support of the change. The motion passed by a unanimous vote of Council.*

Mr. Wion presented Resolution 2018-R-14 Authorizing the Transfer of Lots 1-12 related to the Frank S. Brown Boulevard Town Home Project. The Resolution authorizes the transfer lots 1-12 plus the four lots across the street from the housing units that have been designated to occupant parking. The President of the Council is authorized to sign the transfer of the deeds and any to take any other action necessary to implement the addendum. *Ms. Hodge moved, and Ms. Kratzer seconded the motion approving Resolution 2018-R-14. The motion passed by a unanimous vote of Council.*

Mr. Kaldas presented the HRG authorization to advertise for bids on the 2018 Paving Projects. This is requested to keep the project on the planned schedule so that it will be completed before the end of

the paving season. Mr. Brown advertising must be done on July 17, 2018, then three days after but not less than 10 days before the bid ends. The expectation is for the project to be in the ground by October. *Ms. Hodge moved, and Ms. Woods seconded the motion that HRG be authorized to advertise an RFP for the 2018 Steelton Paving Projects. The motion passed by a unanimous vote of Council.*

Chief Minium approached Council to discuss approval of the purchase of a garage for the Police Department. Ms. Hodge stated this issue had been reviewed and approved that the Department could spend no more than \$6,000.00 on garage. There was discussion regarding the placement of the unit and other related issues. Ms. Hodge moved that Chief Minium be authorized to purchase a one bay garage for no more than \$6,000.00. The motion was seconded by Mr. Heefner and approved by a unanimous vote of Council.

New Business:

Mr. Brown requested Council approve a Supplementary Agreement with Highspire to Provide Reciprocal Codes Services. The Borough already has a relationship with CCIS as BCO and Permit Inspector. In 2015 Terry Watts, the Codes Inspector in Highspire was sworn in as an additional Zoning and Codes Officer. He would like to extend the agreement so that Mr. Watts could assist the Codes Office during this transition period. He will be paid \$30.76 per hour, \$.56 mileage and authorized to spend \$.485 for mail and other amounts listed on the schedule for other services. Ms. Hodge asked if we had the staff to cover the clerical responsibilities. Mr. Brown stated that we had administrative staff available at the Borough to handle those things. Mr. Watts is assisting the Borough Office two days per week at 8 hours per day. Anything other than his fees are in place just in case they are needed; however, the Borough has everything in order at this time. Ms. Kratzer asked if he was being paid a per diem rate or an hourly wage. Mr. Brown responded that he receives an hourly wage. Mr. Heefner stated that he met Mr. Watts and was impressed by how he handles himself. *Ms. Hodge moved, and Mr. Krovic seconded the motion that a Supplementary Agreement be signed with Highspire to provide Reciprocal Codes Services. The motion passed by a unanimous vote of Council.*

Mr. Brown requested the Council to approve a metering proposal submitted by Mr. Rehab, based on new information regarding Swatara Township's sewage use. The Borough has been monitoring the flow of Swatara Township through Steelton to ensure that Steelton is receiving the correct reimbursement for sewer services. Mr. Brian Handley highly recommends we do the weekly maintenance and meter reading to ensure the accuracy of the evaluation. *Mr. Heefner moved, and Mr. Segina seconded the motion that Mr. Rehab be hired to provide pipeline and meter flow service for a cost of \$ 9,240.00. The action was approved by a six-one vote with Mr. Proctor abstaining because of his business relationship with Mr. Rehab, Inc.*

Mr. Brown requested Council approve the Gaming Grant Application for Steelton Skate Park Loan Repayment/Phase II and Fire Truck Debt Reduction and Equipment Purchases. The NEDC committee meets Tuesday and letters are due to Dauphin County August 1, 2018. *Ms. Hodge moved that Council approve the Gaming Grant applications for the Skate Park and Fire Department. Ms. Kratzer seconded the motion which passed by a unanimous vote of Council.*

Mr. Wion presented a Repository Bid of \$500.00 for property located at 331 South Third Street. *Ms. Hodge moved, and Ms. Woods seconded the \$500.00 bid be accepted. The motion was passed by a unanimous vote of Council.*

Ms. Woods requested Council approve an End of Summer Church Camp Picnic to be held August 17, 2018. The church is requesting that vehicular traffic be prohibited on Fourth Street between Pine and Mulberry Streets during the event. Ms. Hodge asked if permission had ever been given to block off that section of the Borough. The response was no. Ms. Hodge and other persons expressed their belief that blocking off the area would create a traffic flow problem since that would eliminate one of two streets persons could use to travel east. Ms. Woods stated that she would talk with persons at the church again. It was suggested that they use their parking lot for the event.

Mr. Brown presented the Mid-Penn Bank request for Gaming Grant Sponsorship to Council for informational purposes. Their appeal is to fund a Breast Cancer Awareness Project. It was noted that Mid-Penn is the only bank located in Steelton. The request is being forwarded to the NEDC Committee for a recommendation, just as all other applications for sponsorship.

Citizen Comments:

Cheryl Powell, 321 Lebanon Street – Ms. Powell expressed concern about the trash situation in the Borough. She does not believe that the problem can be resolved without pressure. The children in the neighborhood are litterers. She asked if the Borough had considered sending Brochures to renters explaining Borough codes regarding trash and yard maintenance. She suggested publishing some before and after photos so that persons could see what was expected. Mr. Heefner stated that information was available. Mr. Segina noted that the information has been published in Borough Newsletters. Mr. Heefner suggested giving residents instructions instead of citations for home maintenance issues. Mr. Segina added that before and after pictures are posted on the wall outside the Codes office and will be published on the Borough website. He also recommended that instructions be handed out with the citation.

Geraldine Pendleton, 414 Jasmine Avenue – is concerned that water from the storm drain that runs along 6th Street pools on her back patio. She was informed that those were not Borough pipes; therefore, the Borough could not provide a remedy for her problem. Since the water and piping are on private property. Mr. Wion stated that this is a legal and insurance carrier issue that should not be discussed in this forum.

Emmuel Powell, 321 Lebanon Street – Mr. Powell expressed concern about the chemicals used on the Adams Street project to manage the weeds and trees. Whatever chemicals used has killed the grass, and the issue needs to be addressed.

Council Concerns:

Ms. Kratzer thanked persons for participating in the Steelton Fest. It was a terrific first event. She thanked the Fire and Police Departments and organizers of the event. Ms. Kratzer announced that she is taking an eight-week sabbatical from attending the Council meetings, however, she will be available by phone and email.

Mr. Heefner Saturday was a wonderful day with the music. He thanked the Police and Fire Departments for their involvement. He received several calls regarding the boat docks. In particular, he was called regarding the potholes under the tracks. They were fixed but fell into disrepair again. He went to the boat dock and stated that it was atrocious. The grass was cut, and the litter picked up, but

there was no mulch, he observed dead plants, the benches were rotten and unsafe to sit on, and the side wall is cracking and ready to cave in. He was told that persons are parking under the pavilion. He asked Chief Minium if the area was being patrolled. Chief stated that the area is regularly patrolled by the Police Department. Mr. Heefner stated that the Boat Dock was supposed to be one of the gems in the area. And suggested that he and Mr. Proctor make a visit together. Ms. Kratzer asked if that could become a project for the Storm Water Committee. Ms. Woods stated that it is a park and that she and Mr. Brown had discussed the possibilities for improving the area. Mr. Heefner's second concern was the trash in Steelton. He indicated that there was no consistency in the storage or maintenance of garbage. He stated that he had talked to the Codes Department who said that they were told not to write too many citations because there is no Codes Officer. There was further discussion; however, the debate was inaudible.

Ms. Woods stated that she thought the Steelton Fest went well. People are telling her that they enjoyed it and were talking about "next year." The Parks & Recreation Committee is scheduled to meet July 19, 2018. The Back-to-School Block Party planned for August 18, 2018, and would like to close off the street.

Mr. Krovic stated that he had a good time at the Steelton Fest. He also thanked people for coming out.

Ms. Leggett-Robinson informed the body that a young lady that graduated from Steel-High is working as an intern through a program of the State Vocational Rehabilitation Program. The young lady is doing well and learning through her involvement with such projects as putting the Council packets together.

Mr. Brown expressed his thanks to the Fire and Police Departments for their participation and support with the project.

Ms. Hodge gave kudos to everyone involved in planning and carrying out the Steelton Fest. Changes are going on in the community with people moving in and out of the Borough. She stated that it would be good to have conversations and get to know the neighbors before making rules and regulations. At Steelton Fest, she learned that people can be different but always find something in common with another person. She hopes that the Borough can have more events like the Fest.

Mr. Segina stated that the Steelton Fest was a good event. He thanked Mr. Brown for his hard work getting it organized and all the staff that worked to make it a success. He also thanked the Dauphin County Commissioners for funding something new.

Chief Minium thought Steelton Fest was good. His other comments were inaudible.

Chief Vance announced that the new Fire Truck is ready and will be picked up within the next fourteen days. He also announced that the Borough won two trophies at the Dauphin County Fireman's Association event.

Mr. Proctor thanked Mr. Brown for a great job in organizing the Steelton Fest. He thanked everyone involved with making it a success and the Commissioners for funding the project. He thanked the Dauphin County Commissioners for all the things they do for the Borough. Ms. Kratzer added thanking the Commissioners for the funding, support, and presence. Commissioner Conner attended the Fest.

Ms. Hodge moved, and Mr. Krovic seconded the motion that Council move into Executive Session at 7:55 p.m. The motion passed by a unanimous vote of Council.

Ms. Hodge moved ad Mr. Krovic seconded the motion that Council resume the open session at 8:13 p.m. The motion passed, and the Council meeting was re-opened to the public.

Mr. Brown stated that Aaron Curry has taken over a lot of the responsibilities in the Codes office. He is working to achieve the certification necessary to take responsibility for the operation of the Codes Department. He recommends that Mr. Curry be hired as Senior Property Manager at a salary of \$40,000.00 which, with the attainment of the Building Code Official and Commercial Residential Inspector Certification and completes a six month probation period the salary increases to \$45,000.00. Ms. Hodge moved that Mr. Curry be hired under the terms presented by Mr. Brown. The second was inaudible. The President called for a roll call vote. As a point of order, Ms. Kratzer asked if the probationary period could be for one year. Ms. Hodge responded in the negative. Roll call vote: Ms. Woods, Mr. Krovic, Ms. Kratzer, Ms. Hodge and Mr. Proctor voter in support of the motion. Mr. Heefner and Mr. Segina voted no. The motion carried by a 5-2 vote.

Mr. Wenger presented projected rates for the sewage system operation. He stated that the bids for the sewer system are much less than the assessed value expressed by an independent assessor. If the system were sold, there would be a minimal, incremental value. If the assessment of the value of the sewer system in greater than He stated that if the Water Authority approves the sale of the water system, the payout could be used along with other available funds to pay off sewer debt, thus allowing the lowering of the current sewer rate. The HRG report suggested that there was very little capital investment required to sustain the system within the next ten years. He further stated that if nothing is done on the water, the rates will need to increase by 6% next year. However, if the water system is sold, and funds used to pay off debts the rates could be lowered by as much as 15%. *Ms. Hodge moved that all proposals for the purchase of the sewer plant be rejected. The motion was seconded by Mr. Segina and carried by unanimous roll call vote.*

Mr. Segina moved, and Ms. Woods seconded the motion that the meeting be adjourned. The motion carried by a unanimous vote and the Steelton Pennsylvania Borough Council Meeting was adjourned at 8:20p.m.

Respectfully Submitted,



Douglas Brown

Steelton Borough Council Agenda

August 6th, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: President Proctor

Approval of minutes from previous meeting: July 16, 2018

Public Comment of Agenda items only:

Presentation:

Barbara Barksdale

Historical Preservation

Dr. Lavette Paige, CEO, KING Community Center

Review of Positive Parenting Program (PPP)

Daniel Kaldas, HRG, Inc.

Monthly Engineer's Report – July 2018

Communication:

Steelton Rollers Youth Football Program

Donation Request

Faith, Love, and Hope International Tabernacle Ministries

Request to Hold Tent Revival

PA DEP

Notice of HARSCO Application to Renew, Correct, or Add an NPDES Permit

Dauphin County Conservation District

2019 Gypsy Moth Suppression Program Notice

Execlon Generation

Emergency Planning for Three Mile Island

Dauphin County Office of Tax Assessment

Refund of Property Taxes Based on New Assessment – 319 S. 4th Street

Osage Piping

Price to Install Gate at Steelton Midget Baseball Field

Steelton Borough	Letter to Mr. Steve Semic Regarding Property Lines at Bridge Alley
Steelton-Highspire United	Request to Adopt Locust Street Steps and Mohn Street Park
Susquehanna River Basin Commission	Notification of Regulatory Program Fee Schedule – Effective July 1, 2018
Dauphin-Lebanon County Borough’s Association	Agenda for August 28, 2018 meeting and Draft Minutes for April 24, 2018 meeting.
Steelton Borough Codes Office	Update on June 2018 Codes Report
Unfinished Business: Chief Minium	Update on National Night Out
New Business: Ms. Hodge	NEDC Recommendations RE: Co-Applicant Support for Dauphin County Local Share Grant: Support Pop’s House Veterans Project; Support Cameron Street Boxing Club Project; Support Mid-Penn Bank Request
Mr. Proctor	Approval to Demolish Garage Between Second Street and River Alley for Purposes of Police Impound
Mr. Brown	Update on North Front Street Redevelopment
Mr. Brown	Request to Use Park & Parking Lot of Poplar Street Park for Veteran’s Birthday Party.
Ms. Woods	Update on End of Summer Camp Picnic

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Daron Alley

Stormwater Inlet at 6th and Jessamine

Other Business:

Mr. Brown

Authorization to Post and Advertise
Property Maintenance Officer
Position with Starting Rate of \$15
per Hour

Adjournment:

Steelton Pennsylvania Borough Council Minutes August 6, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
William Krovic
Natashia Woods

Dave Wion, Solicitor
Aaron Curry – Codes Department
Eugene Vance, Chief – Fire Department
Anthony Minium, Chief – Police Department
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Mayor Maria Marcinko, Doug Brown, Kelly Kratzer, Nicholas Neidlinger

President Proctor led the group in the Pledge of Allegiance and a Moment of Silence.

After review of Council, Mr. Krovic moved, and Ms. Woods seconded a motion to accept the minutes of the July 16, 2018 meeting as presented. The motion carried by a unanimous vote of Council.

There were no comments from the public on agenda items.

Presentation:

Ms. Barbara Barksdale, 503 South Second Street. Ms. Barksdale's passion of the recording and preservation of historic sites in the Steelton area. She restored and maintains the Midland Cemetery and would like other properties of historical value designated as such. She stated that the Post Office, as well as all the properties on Locust Street, should be identified and recorded by the Pennsylvania Historical Society. Ms. Hodges asked to meet her, Mr. Curry and Mr. Segina at another time to discuss the projects with her. She was encouraged to make her presentation to the NEDC Committee at their meeting scheduled for 6:00 p.m. August 21, 2018. Ms. Barksdale stated that there were grants available to help restore the properties. She noted that the Borough needs to invest in the town instead of tearing down things of value. She further stated that she has tour groups coming into the area to see the cemetery and she would like to expand the tours by adding a Walking Tour of the city. This would increase interest in the Borough and possibly produce revenue. She also mentioned the effort to restore the sign of the Hygienic Elementary School that was displaced when the Borough set up the basketball court on the site of the school.

Dr. Lavette Paige, CEO, KING Community Center presented information about gaps in the services provided in the Harrisburg Community. In her dissertation, she identified three areas of need. They are: 1) the need for health information and resources. To help meet this need is diabetes education and Zumba Classes held at the King Center. 2) Programs for girls ages 6-12. This need was partially met by a six week Girl's Summer Program held this summer at the King Community Center. 3) A program to teach and support parents. The program developed to meet this need is called the Positive Parenting Program (PPP). This program is available to be presented in all areas of Dauphin County. The program would like to offer PPP in the Steelton area. Dr. Paige brought two staff persons, Alex Wyans and

Norma Barkley to describe the PPP and the type of work they do with parents. The program consists of three seminars. The first seminar provides parenting tips, with an emphasis on getting male parents to participate. A free meal is provided. So far, they have received positive feedback from the children of the parents who have involved in the program. The second phase of the program is parent group sessions. The sessions are designed for parents of children ages 0-12 and include such titles and managing aggressive behaviors. The third level of the program consists of working with parents who have particular problems that need to be addressed by a professional counselor or psychiatrist. At this level, a family is able to receive individual, intensive assistance. Dr. Paige left written materials on the program for distribution. Ms. Paige made her cell phone number available for personal contact regarding the three programs offered.

Daniel Kaldas, HRG, Inc. presented the July 2018 Monthly Engineer's Report, which is a highlight of the written report that he sends to the Borough. The report included information on the following:

- The company is working on the Annual Report of the Storm Water Management Program on the MS4 Program. The report is due for completion and presentation September 2018.
- Franklin Brown Boulevard Townhomes – HRG's work on this project is complete. They are of the understanding that construction on the project will begin Summer 2018 with a planned completion date of Fall/Winter
- The Washington Street Sewer Rehabilitation Project – HRG continues to wait for the completed paperwork from DeTraglia Excavating Company so that the final payment can be made.
- Sanitary Sewer & Water System Valuation Project – the company continues to work with the Project Team with follow-up activities in response to the bids received on June 4, 2018, relative to the potential sale of the sewer and water systems.
- 2018 Roadway Improvement Projects – the Request for Proposals have placed out for bid, and they are waiting for the closing date. The bids will be opened and reviewed August 14, 2018, at 1:00 p.m. According to their schedule, Council should issue a Notice of Intent at the September 17, 2018 meeting with the contract execution September 18, 2018. Construction is scheduled to be completed by October 31, 2018, and be completed before the end of the paving season. CDBG funds are being used to fund the project.

Ms. Hodge moved that the Engineering Report be accepted as presented. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.

Mr. Krovic announced that the Fire Department requested to reserve the Pavilion at the Boat Dock for the 1st Annual Fire Department Picnic. The event will be held on September 29, 2018, from 9:00 am- 9:00 pm. He also requested approval for the Fire Department to conduct training on the 118 North Front Street property August 16, 2018. *Mr. Krovic moved, and Mr. Segina seconded his requests be approved. The motion passed by a unanimous vote of Council.*

The following communications were received by the Council:

Steelton Rollers Youth Football Program wrote to solicit donations for the program.

Faith, Love and Hope International Tabernacle Ministries requested approval to hold a Tent Revival. August 16-19 2018 with a rain date September 6-9 2018. They are requesting to use the property on

Front Street as the site for the Revival. Since the property no longer belongs to the Borough, the

Borough has agreed to seek permission for the Revival to be held at that location. *Ms. Hodge moved, and Mr. Segina seconded the motion to approve the Revival. The motion passed by a unanimous vote of Council.*

The Pennsylvania Department of Environmental Protection wrote to advise the Borough that the Harsco Metals Americas Division of Harsco Corporation filed an application to renew, correct or add an National Pollutant Discharge Elimination System (NPDES).

The Dauphin County Conservation District sent information regarding the Gypsy Moth Suppression Program. Mr. Wion noted that some kind of action should be taken in response to the formal notice. The report will be given to the Public Works Committee for review and recommended a response. It was noted that the Borough did not participate in the program last year.

Exelon Generation sent a booklet describing the Emergency Planning for Three Mile Island.

The Dauphin County Office of Tax Assessment sent a letter stating that a refund of Property Taxes should be made based on a new assessment of 319 South Fourth Street. The Dauphin County Board approved the return based on the size of the property. Mr. Wion pointed out that there is no computation of the Borough portion of taxes owed back to the property owner. Mr. Brown will have to make that computation and bring it back to Council for approval. Approval to make the rebate was tabled until the calculations are made by Council.

Osage Piping sent a letter informing the Borough that they will install a new gate at the Steelton Midget Baseball Field for a sum not to exceed \$1,600.00.

The Borough sent a letter to Mr. Steve Semic regarding property boundaries at Bridge Alley.

Steelton-Highspire United submitted applications to adopt Locust Street Steps and the Mohn Street Park. Mr. Wion noted that the request was dated in 2017. It was decided that the application be re-submitted with a current date. Also, the organization should be informed that the Mohn Street Park is the only that is available for their adoption since there are other plans for the Locust Street Steps.

The Susquehanna River Basin Commission notified the Borough about the Regulatory Program Fee Schedule which went in effect July 1, 2018.

The Dauphin – Lebanon County Borough’s Association sent an invitation and the agenda for their August 29, 2018 meeting which will be held at the Perkins Family Restaurant & Bakery with Social Time from 6:00 – 6:30 p.m., Dinner and meeting to begin at 6:30 p.m. Included in the packet were the draft minutes for the April 24, 2018 meeting.

The Steelton Borough Codes Office submitted an amendment to the June 2018 Report. Three statistics were missing from the original report. Mr. Curry explained that the information needed was not kept in as a part of the Department records. To retrieve some of the data, he had to review the documents at the Office of the District Justice.

Unfinished Business:

Chief Minium reported that everything was set for National Night Out which will be held August 7, 2018, from 6:00 – 8:00 p.m. at the Football Field. When members of Council stated that they and persons in the community did not have accurate information regarding the event, he explained that he did not distribute flyers this year. The news was posted on the Facebook page. Following the information about the National Night Out, Chief made additional announcements and requested approval from the Council. Officers Shaffer and Webster were also present at the meeting.

- ✓ Canine Vehicle – The Police Department and Razor Tattoo are co-sponsoring requested approval to hold a fund-raiser September 30, 2018, from 1:00 – 6:00 p.m. The event is to raise money for the canine program. There will be an Automobile Show and Chicken Bar-B-Que in the green space on Front Street. They are asking for persons to make a donation to enter the Automobile Show. *Ms. Hodge moved, and Mr. Krovic moved that the Automobile Show and Chicken BBQ be approved.* President Proctor stated that the approval of the property owner must be obtained for the use of the space. If the requested area is not available, another space will be located. *The motion was passed by a unanimous vote of Council.*
- ✓ There is no issue with the lease of the Canine Car. The specifics of the contract will be presented to Council for final approval. He anticipates receipt of the automobile in two to three weeks. The promised free bomb dog has not materialized. The company who promised the dog decided that paying customers are first in line to receive the dog. Therefore the timing for receiving the bomb dog cannot be forecasted at this time. Chief spoke with the District Attorney who stated that the body cams will not be ready for distribution and use soon. Therefore, the Police Department would like to re-allocate the \$15,000.00 for the body cams to purchase a Patrol/Narcotic Dog. This specially trained dog will serve the community better than a bomb dog. The use of the dog is of particular interest to the Department which has seen an increase in violent crimes and has experienced two barricaded suspects in one week. Chief feels that immediate action is needed to show the community that the Borough is on top of the increased problems. Starting August 26, 2018, Officer Martin is being assigned to the Narcotics Taskforce, and he will serve only in the Borough of Steelton. Ms. Hodge asked who would handle the dog. The response was that Officer Shaffer, who has already had the training and is certified to train dogs. In fact, with Officer Shaffer's training and certification, a discount is included in the cost of the dog because the training of a dog handler is not required. The dog will be brought out to conduct any narcotic searches when necessary. Chief Minium has received quotes on the purchase of the dog. The quote from Castle's K-9, Inc. required a deposit which is about \$6,000.00 for a total cost of \$12,950.00, which includes the training of the dog. President Proctor asked how the Mayor has reacted to the request of obtaining a Patrol/Narcotics dog. Chief Minium stated that the Mayor approves and supports whatever the department determines is the best option to ensure the safety of the community. *Mr. Segina moved that the Department be authorized to purchase a Patrol/Narcotic dog, with the approval of the solicitor's support of the contract. Mr. Heefner seconded the motion which was passed by a unanimous vote of Council.* Funds budgeted for body cameras, donations, fundraisers and additional funds will be used to support the purchase and training of the dog. Immediate action will be made to move this project forward.

- ✓ The Steelton Police Department plans to participate in the Police Lip-Syncing Contest.

Mr. Proctor requested that a white car located on Front & Lincoln Streets near Club be removed. Chief will ensure that Detective Shab handles the situation when he returns from vacation. He also asked that the yellow line be extended on Chestnut & Front Streets as well as 19th & Pine Streets. Cars making turns on those streets are placed in a dangerous situation because there is inadequate visibility because vehicles are parked so close to the corner. These cases are also being referred to Detective Shaub.

New Business:

Ms. Hodge presented the recommendations of the NEDC to provide Co-Applicant Support for Dauphin County Local Share Grant to the Steelton Borough applications. *Mr. Segina moved that the proposals of the NEDC Committee's be approved and placed in this order – Steelton Borough, Steelton Fire Department, Mid-Penn Bank and shared co-sponsorship with Pop's House Veteran's Project and the Cameron Street Boxing Club Project. The motion was seconded by Ms. Hodge and was passed by a unanimous vote of Council.*

Mr. Proctor requested that the Council approve the demolition of the garage located between Second Street and River Alley for the placement for the Police Impound Garage. A quote for \$9,500.00 was received for demolition and removal of concrete on that lot. Members of the Council engaged in a spirited discussion regarding the placement of the police impound garage. At the end of the debate, *Mr. Segina moved and Ms. Hodge seconded the motion that the police use the area designated for the Sweeper as needed for impounded vehicles and evidence storage until the end of the year or a permanent space is agreed upon by the Council. The motion carried by a unanimous vote of Council.*

In the absence of Mr. Brown, Mr. Proctor provided an update on the North Front Street Redevelopment. There has been one bid, which was for \$375,000.00. The information the Steelton Neighborhood & Economic Development Committee is meeting August 14, 2018, to review the proposal and make sure funding is available.

In the absence of Mr. Brown, Mr. Proctor presented the request to use the Poplar Street Park and Parking Lot for a Veteran's Birthday Party scheduled for August 11, 2018, from 9:00 a.m. to 9:00 p.m. After discussion, *Ms. Hodge moved, and Mr. Krovic seconded the motion to extend the use of the Poplar Street Park; however, the application for the parking lot was rejected. The action was passed by a unanimous vote of Council.*

Ms. Woods stated that after discussion with the church, they agreed to block off the alley behind the church for the End of Summer Camp Picnic. This voluntary decision by the church means that their request to block off Fourth Street between Pine and Mulberry was withdrawn. *Ms. Hodge moved, and Mr. Heefner seconded the motion to approve blocking off the alley for the End of Summer Camp Picnic.*

Public Comments: The following concerns were expressed by community persons present:

Mr. Richard Wright, 223 Reno Street, New Cumberland, PA - owns properties at 224 Locust and 26 4th Street and would like to know about the codes for ensuring alleys are cleared of weeds and debris, which is a problem at the 26 N. 4th Street. He also has a problem with water coming onto his property

at 224 Locust Street. He was given Mr. Segina's card so that Mr. Wright could communicate with him. He also wanted to know if the Borough has a licensed Codes Officer. President Proctor explained that at this time the Codes Officer from Highspire is serving the Borough.

Doreen Sawyers, 679 Paxton Street & Alan Tezak, 677 Paxton Street – are concerned about the upkeep of the properties outside their deeds boundary lines. They expressed frustration about the weeds and trees that grow outside their property, down an embankment, and toward Roller Drive. Mr. Wion reiterated the information they received from the Codes Department that if there is a section of the Borough that has not become a roadway in 20 years, it becomes the responsibility of the property owner next to the property to maintain that property even though it is not a part of their deeded property. Both Ms. Sawyers and Mr. Tezak disagreed with that they should be responsible for the maintenance of property that they do not own.

Emmuel Powell, 321 Lebanon Street – is requesting a four-way stop sign on the corner of Bessemer and Lebanon Streets. He says that area presents a hazard to children riding bicycles in the area because automobiles travel at least 40 mph in that area. He stated that he asked for the sign about four years ago. Both Ms. Hodge and Chief Minium indicated that they were not aware of his request. Chief said that he would have Detective Shab investigate the area. It was stated that perhaps a speed trap should be set up in that area. Mr. Powell noted that there had been one there before; however, the automobiles spotted the Police vehicles and slowed down to avoid getting a ticket. Finally, Mr. Powell asked why there was a need to spend money to clear a lot for the police garage when there were plenty of empty lots in Steelton. He gave the corner of 19th Street and Adams as an example. President Proctor stated that the Borough owns the land; however it is not a feasible location for the police impound and evidence garage.

Council Concerns:

Ms. Woods, Mr. Krovic, Ms. Hodge and Mr. Segina all expressed thanks to persons who attended the meeting.

Mr. Heefner informed the body that he would not be attending Council meetings for the next four to six weeks because he is having knee replacement surgery. Since he will not be here, he listed three things that he hopes Council will address in his absence:

1. The Power washing of the short Swatara Street Walls before the beginning of school.
2. He commended his colleagues for voting not to sell the sanitary sewer system and asked them to pay off debt and lower the sewer rates.
3. He requested the two mil debt be paid off by using \$700, 000.00 of the \$ 885,000.00 in the checking account. This would allow the sewer rated to go back to the level before the East End Sewer Separation Project, which made the tax increase necessary. He stated that bring sewer cost relief to the citizens would show that they are concerned about persons living in the Borough.
4. He stated that he would be available to accept telephone calls.

Mr. Wion reminded persons that there was a need for an Executive Session.

President Proctor encouraged persons to attend the Night Out. He stated that the Council will do its best to address the concerns brought forth by the citizens and thanked persons for coming out to the meeting.

At 8:07 p.m., Ms. Hodge moved that Council recess into Executive Session. The motion was seconded by Mr. Krovic and passed by a unanimous vote of Council.

Executive Session: To Discuss Personnel and Legal Issues

Daron Alley

Stormwater Inlet at 6th and Jessamine

At 8:45 p.m. Mr. Segina moved, and Mr. Krovic seconded the motion that Council moves back into regular session. The motion passed by a unanimous vote of Council.

At 8:46 p.m. Mr. Segina moved, and Ms. Hodge seconded the motion that the meeting be adjourned. The action was passed by a unanimous vote of Council.

Respectfully Submitted,



Douglas Brown

Steelton Borough Council Agenda

August 20, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Special Ceremonies: Mayor Marcinko

Recognition Ceremony:

Bureau of Police of the City of Harrisburg Distinguished Unit Citation Recipients

Chief Anthony Minium

Patrol Officer Arthur Etnoyer

Patrol Officer Michael Smith

Patrol Officer Dennis Basonic

Swearing in to Office:

Jacob Dohmen - Property Maintenance Officer

Approval of minutes from previous meeting:

August 6, 2018

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: July 2018

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Oral Report)

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

Junior Council Activities (Oral Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Mr. Bruce Elliott

Request to Address Council
Regarding Historical Plaque for West
Side

Communication:

Dauphin County EMA	All-Hazard Mitigation Plan Update Annual Meeting
PA Department of Auditor General	Compliance Audit of Steelton Firemen’s Relief Association for 2017
Dauphin County Planning Commission	Updated Requirements Regarding Submission of SALDO Plans Starting January 1, 2019
Angela Zaragoza	Complaint Regarding Skunk Problem on East End
PA Dept. of General Services	Approval of Steelton Borough’s Participation in Federal Surplus Property Program
Elliott Claims Group	Update Regarding Restoration of Borough Hall from Water Damage
Dauphin County EDC	Fully Executed CDBG Grant Agreement - \$100,000 – Paving Project
Federal Communications Commission	FCC Announcement Regarding Access to Utility Poles to Promote Broadband, 5G Deployment
Unfinished Business:	
Mr. Brown	NIMS Training in Borough – Drafting of Resolution RE: NIMS Training
Mr. Brown	Council Direction on Demolishing Garage at Second Street and River Alley
Mr. Wion	Approval of Lease Agreement with Fulton Bank, N.A. for Lease of 2017 Ford Police Utility Vehicle (K-9 Unit)

Mr. Brown	Approval of Emergency Work at Blueberry Alley Related to Storm Water Backups
Mr. Brown	Consideration of Purchase of New Plotter Cutter for Making Steelton Borough Signs – Quote from URW America
Mr. Brown	Update on North Front Street Redevelopment RFP Response
New Business: Mr. Wion	Approval of Investment Advisory Agreement with PFM Asset Management LLC for Management of Steelton Non-Uniform Pension Plan
Mr. Wion	Approval of Investment Advisory Agreement with PFM Asset Management LLC for Management of Steelton Uniform Pension Plan
Mr. Wion	Approval of Resolution 2018-R-_____ Authorizing the Trade-In of Police Vehicle as part of Purchase of Drug Task Force Vehicle
Ms. Woods	Park Request Form – Steelton Fire Department – Use of Steelton Boat Launch for First Annual Fire Company Picnic – September 29 th from 9am – 9pm
Mr. Wion	Certification of Minimum Municipal Obligation for Steelton Borough Non-Uniformed Employee’s Pension Plan

Mr. Proctor	GPS Units for Borough Vehicles
Mr. Segina	Recommendation from Authority Billing Review Committee for Sewer Relief for 25 North Third Street
Mr. Segina	Recommendation from Authority Billing Review Committee for Sewer Relief for 540 N Front Street
Ms. Hodge	Addition of Two Members to Steelton Community Development Foundation
Mr. Segina	Recommendation from Authority Billing Review Committee for Sewer Relief for 2643 S. 3 rd Street
Mr. Segina	Recommendation from Authority Billing Review Committee for Sewer Relief for 377 S. Second Street

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

- Employee Opt Out - \$3k once per year or twice per year? January/July
- Aaron Curry BCO Certification – Appointment as Steelton Borough Codes Officer, Swearing In
- Codes Issue

Other Business:

Ms. Hodge	Acceptance of Resignation of William Kegel from Steelton Public Works Department Effective September 2018.
-----------	---

Ms. Hodge

Appointment of Aaron Curry as
Steelton Borough Codes
Enforcement Officer with
Probationary Period not to Exceed
180 days

Ms. Hodge

Approval to Advertise Full-Time
Property Maintenance Officer
Position Starting at \$14 per Hour

Ms. Hodge

Approval to Advertise Highway
Laborer Position Starting at \$12 per
Hour

Ms. Hodge

Approval to Advertise Full-Time
Filtration Plant Operator at \$17 per
Hour with Condition that Position is
Subject to Sale of Water Plant

Adjournment:

Steelton Pennsylvania Borough Council Minutes August 20, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
William Krovic
Natashia Woods

Mayor Maria Marcinko
Dave Wion, Solicitor
Douglas Brown, Borough Manager
Aaron Curry – Codes Department
Anthony Minium, Chief – Police Department
Eugene Vance, Chief – Fire Department
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Dennis Heefner, Kelly Kratzer, Nicholas Neidlinger

President Proctor led the group in the Pledge of Allegiance.

Mayor Marcinko led the body in a Moment of Silence.

After review of Council, Mr. Krovic moved, and Ms. Woods seconded a motion to accept the minutes of the August 6, 2018 meeting as presented. The motion carried by a unanimous vote of Council.

There were no comments from the public on agenda items.

Special Ceremonies: Mayor Marcinko swore Mr. Jacob Dohmen into office as the Steelton Borough Property Maintenance Officer. Ms. Keemberly Benavides, Mr. Dohmen's fiancé, held the Bible for the ceremony.

Mr. Segina moved to appoint Mr. Arron Curry the Steelton Borough Codes Enforcement Officer. The motion was seconded by Ms. Woods. The motion passed by a unanimous vote of Council.

Mayor Marcinko swore Mr. Aaron A. Curry into office as the Steelton Borough Codes Enforcement Officer. Councilwoman Pro-Tem Keontay Hodge held the Bible for the ceremony.

After review by Council, Mr. Krovic moved and Ms. Hodge seconded the motion that the August 6, 2018, Council Meeting Minutes be accepted as presented. The motion passed by a unanimous vote of Council.

There were no comments from the public on agenda items.

After review by Council, Mr. Segina moved, and Ms. Hodge seconded the motion that the schedule of billing, requisitions, and change orders submitted for July 2018 be accepted as presented. The motion passed by a unanimous vote of Council.

The Department Reports submitted by Department Heads and Committee Chair were:
Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Oral Report)

NEDC Committee No Report, in anticipation of the August 21, 2018 meeting.

Stormwater Committee - No Report

Junior Council Activities – No Report. Another Junior Council Person must be selected because of Mr. Neidlinger's graduation from Steelton-Highspire H.S.

Mayor Marcinko reported the following oral report supplemented by a written report, the contents of which are recorded below:

- “Citizen's Advisory Committee met for the second time in July – still working on Mission Statement, Claus, goals, and objectives. Will be fully functional by 1/1/2019.
- Received information from HRG on tractor-trailer parking which we will be further discussing at Police Committee meeting August 22, 2018, and will prepare a recommendation to Council
- We are currently evaluating our police ride-along policy. There are concerns regarding protected info that comes over the in-car computer from JNET.
- Waiting for Officer Snyder the new accident, reconstruction, and Traffic Study Officer to sit with Officer Shaub to come up with changes to our current policy. That being said, there is something that needs to be discussed regarding the legality of the program as we know it.
- I attended the PA Association of Mayor's Conference in Lancaster. I received extremely valuable information. Former Mayor Kim Bracy is not the ED of the Local Government Commission at DCED. She has developed a curriculum for local governments, Council, Mayor, Department Heads, and Managers on how to work effectively together. If you are interested in her doing something like this, let me know.
- Thanks to the Council for their support in acquiring our new drug canine.
- Congratulations to the TNT Unit for their work on the massive drug and cash seizures”.

Borough Manager's Report (Oral Report)

- ✓ The Borough has been billed for the sewer flow meters to measure input from Swatara Township to ensure the accuracy of the payments we receive for their use for sewage. The monitoring will take place in the next few weeks.
- ✓ The budgeting process has begun for 2019. Department heads have been asked to turn in their list of needed items to be considered for the budget. The process will take place between September and October at which time it will be given to the Finance Committee for their review and recommendation to Council.
- ✓ Year-to-date we appear to be on target. There is \$ 550,000 in surplus funds.
- ✓ A developer who is interested in building a project on the Front Street property has contacted the property owner. Information regarding their plan has been included in Council packets.

Mr. Proctor asked that Mr. Brown checks with the Public Works Department to ensure things are in place, especially that salt is available for the winter months.

Ms. Hodge moved, and Ms. Woods seconded the motion that all reports be accepted as presented. The motion passed by a unanimous vote of Council.

Mr. Bruce Elliott is a life-long resident of Steelton Borough. He implored Council to determine a way to place a Historical Plaque to commemorate the West Side of Steelton, which was destroyed in the 1972 Flood. Mr. Elliot said many residents were displaced, and still live in Steelton. He thinks the "Westside should never be

forgotten" because it was a viable section of Steelton. Mr. Elliott did not specify a specific placement for the plaque. President Proctor referred his request to the NEDC Committee for review and recommendation.

Communication:

Dauphin County, Emergency Management Agency, sent an invitation for persons to attend the Annual Hazard Mitigation Plan update meeting. The meeting will be Thursday, November 15, 2018, from 2:00 – 6:00 p.m. at the Dauphin County Conservation District, 1451 Peters Mountain Road, Dauphin, PA 17018.

PA Department of Auditor General submitted the Steelton Fireman's Relief Association Compliance Audit for January 1, 2016, to December 31, 2017.

Dauphin County Planning Commission sent notice that it is updating the requirements for all subdivision and land development applications for review and approval to maintain compliance with their long-term document retention policy. The digital files will be available in January 2019.

A written notice of a verbal complaint from Ms. Angela Zaragoza telephone complaint regarding skunks in the East End. She stated the problem was so bad that residents are not coming out in the evenings. She indicated the skunks are comfortable in the neighborhood and are destroying property.

PA Dept. of General Services sent a notice approving Steelton Borough's Participation in Federal Surplus Property Program.

Elliott Claims Group, LLC sent a letter advising the Borough of the status of the insurance claim for water damage to the Frederick Douglas Borough Hall.

Dauphin County Economic Development Corporation sent the fully executed Subrecipient Agreement for the Community Block Grant Agreement for \$100,000 to finance the Paving Project.

Federal Communications Commission sent a Press Release regarding Access to Utility Poles to Promote Broadband, 5G Deployment. This action will enable broadband providers to enter new markets and deploy high-speed networks by allowing access to poles in a swift, predictable, safe, and affordable manner. Pole accessibility is essential in the race to implement fast 5G wireless service, which relies on smack cells and wireline backhaul.

Unfinished Business:

Mr. Brown stated that he has asked Mr. Wion to prepare a Resolution to memorialize those persons who have taken three courses, including the on-line the 100 and 700 level National Incident Management System (NIMS) Training. All Council Members and staff should receive the training, which is available online. President Proctor asked Mr. Brown to send a notice to everyone who has not completed the courses.

Mr. Brown requested direction from Council regarding the demolition of the garage located on Second Street and River Alley. After discussion, *Ms. Hodge moved, and Mr. Krovic seconded the motion to demolish the garage.* By doing so, blight will be eliminated.

Mr. Wion introduced Ms. Erica Kosner, from McNeese, Wallace & Nurick, Inc., which was authorized to

negotiate and secure a lease document with Fulton Bank for a 2017 Ford Police Vehicle. The lease document allows the negotiation of its payments as qualified tax exempt obligations, and represents that its total amount of tax exempt obligations will not exceed \$10,000,000.00 of current obligations. Since the lease is for four years, the lease amount must be appropriated each year until the contract is paid. It is expected that the agreement should be completed within a week. *Ms. Hodge moved, and Mr. Segina seconded the motion for passage of Resolution 2018-R-15 that approves the execution of a Master Lease with Fulton Bank for a 2017 Ford Police Vehicle (K-9 Police Vehicle) for a cost of \$42,241.14. The motion was passed by a unanimous vote of Council.*

Mr. Brown requested approval of emergency work at River Alley and Blueberry Alley related to stormwater backups. There has been a problem with storm water back up between Second Street and Blueberry Alley. There was a need for emergency repair of that area. Mr. Wion explained that a project with a cost of this amount would typically require full bid proposal action, but because this was an emergency action those steps were not taken. An engineer had already verified that the pipe was broken and needed repair. At the point that action was made, the Borough was at risk of causing property damage due to its inaction; therefore emergency steps were necessary. In seeking to find a contractor to complete the work, DeTraglia Excavating presented the lowest proposal. Mr. Brown reminded Council that funds for stormwater repair and maintenance were included in the 2018 budget. To date, \$40,315.24 remains under that line item. *Ms. Hodge moved that Council accept the proposal from DeTraglia to add a 160-foot 64-inch pipe to connect to the pipes already in place between Blueberry and River alley at the cost of \$23,900. Mr. Segina seconded the motion which was passed by a unanimous vote of Council.*

Mr. Brown asked Council to consider purchasing a New Plotter Cutter for the Public Works Department. The cutter was broken, and Mr. Brown was informed by the manufacturer of the Cutter that at nine years of age, the Cutter is obsolete and parts were no longer available for its repair. The Plotter Cutter is used to make all necessary signs for the Borough. In particular, he asked that Council consider the quote from URW America, is the only company that makes this type of Plotter Cutter and their references are good. If signs were outsourced, it would cost \$100.00 – 150.00 per sign. The cost of staff making the signs is \$40.00 to 60.00. The Borough requires about 100 signs per year, therefore obtaining new equipment is the best possible action. Any remaining Liquid Fuel funds can be used for this purchase. After discussion, *Ms. Hodge moved that the proposal from URW for a total package including new hardware, new software, installation and training for \$9,745.00 be accepted. The motion was seconded by Ms. Woods and passed by a unanimous vote of Council.*

Mr. Brown shared the one response to the Request for Proposal submitted for the redevelopment of property the Steelton Economic Development Corporation property located on North Front Street. The reaction was received from Integrated Development Partners. The proposal is being studied, and an agreement is being developed. Additional information will be shared as it comes in.

New Business:

Mr. Wion requested Council approve an Investment Advisory Agreement with PFM Asset Management LLC for Management of Steelton Non-Uniform Pension Plan. Mr. Wion, reminded Council earlier this year, a committee was formed to review proposals from potential investment managers for pension plans. The action that Council acted on earlier this year is now required by law through Act 44. Per the committee's recommendation, on April 8, 2018, Council awarded the bid to PFM Asset Management LLC. Mr. Wion noted that the documents before Council at this meeting are the approval of the agreement for management of

pension fund by PRM Asset Management LLC., for the Non-Uniform staff. The second document presented is to approve the agreement for investment management of the Police Pension Plan by this same company. After accepting the bid, the Council must approve the initial covering documents for the agreement between the company and the Borough. The documents authorize the management agreement with PFM and are looking for custody agreement with U.S. Bank. *Mr. Segina moved that Council approve the Investment Advisory Agreement with PFM Assessment Management LLC for Non-Uniform Employees. Mr. Krovic seconded the motion which was passed by a unanimous vote of Council.*

Mr. Segina moved that Council approve the Investment Advisory Agreement with PFM Assessment Management LLC for Police Employees. Ms. Woods seconded the motion which was passed by a unanimous vote of Council.

Mr. Wion explained that per the signature of Mr. Brown, the Chief Administrative Officer, the minimal Municipal Obligation for Non-Uniformed Employees, under the Non-Uniformed Employees' Pension Plan, of \$191,342.00 was determined. *Ms. Hodge moved, and Mr. Krovic seconded the recommendation to accept the Certification of the Minimum Municipal Obligation of \$191,342.00 for Non-Uniformed Employees. The motion was approved by a unanimous vote of Council.*

Mr. Wion presented Resolution 2018-R-16 Authorizing the Trade-In of Police Vehicle as part of Purchase of Drug Task Force Vehicle. The Resolution agrees that Paul's Auto Sale LLC will accept the trade-in of a 2013 Chevrolet sedan police vehicle for \$2,500.00 plus \$2,812.00 in exchange for a 2003 Dodge Dakota truck. The trade in and funds exchanged will make the total cost of the car is \$5,000.00. The resolution authorizes the Borough Manager to execute the any and all appropriate documents, required to finalize the purchase. *Mr. Segina moved, and Mr. Krovic seconded the motion that **Resolution 2018-R-16** trading in a vehicle and purchasing a car for the canine program be approved. By unanimous vote, Council passed the motion.*

Ms. Woods presented the required paperwork to support the approval of the Steelton Fire Department to hold the First Annual Fire Company Picnic, September 29th from 9:00 a.m. – 9:00 p.m.

Mr. Proctor presented the request that Steelton Borough purchase GPS Units for Borough Vehicles. He stated that the systems will assist with vehicle insurance as well as keeping track of Borough vehicles. Having a system would have been a great help in trying to locate the Public Works vehicle when it was stolen. Police Chief Minium stated that the Police Department was currently using Real-Time Nationwide GPS Fleet Tracking Solution through Dauphin County. He said that so far, they have provided excellent service to the Department. Verizon also submitted a bid for supplying GPS services; however, their bid was higher than the other company. After discussion, *Ms. Hodge moved that Council authorizes securing GPS services for Borough vehicles through Real-Time Nationwide GPS Fleet Tracking System for the initial cost of \$ 1,290.00 and a monthly cost of \$ 269.85 monthly. Mr. Krovic seconded the motion which was passed by a unanimous vote of Council.*

Mr. Segina presented the recommendation from the Authority Billing Review Committee for Sewer Relief for 25 North Third Street. The committee recommended that although Council had provided relief on this property in 2014, 2015, and 2017, no action be taken at this time because as of April 30, 2018, there was no outstanding sewer bill for this property.

Mr. Segina presented the recommendation from the Authority Billing Review Committee for Sewer Relief for 540 N Front Street. Upon investigation, it was found that the water did enter the property and had entered

the sewer system. The Authority is recommending no relief on the bill and that the property owner set up a payment plan to pay the bill. *Ms. Hodge moved, and Mr. Krovic seconded the motion to accept the Authority's recommendation to offer no relief, but have Water System staff work out a payment system to ensure that the bill is paid off. Council passed the motion by a unanimous vote.*

Mr. Segina presented the recommendation from the Authority Billing Review Committee for Sewer Relief 2643 South Third Street was given to Council for informational purposes only.

Ms. Segina stated that the last Review is for 377 South Second Street. It was found that the water did enter the property and had entered the sewer system. The Authority is recommending no relief on the bill and that the property owner set up a payment plan to pay the bill. *Ms. Hodge moved, and Mr. Krovic seconded the motion to accept the Authority's recommendation to offer no relief, but have Water System staff work out a payment system to ensure that the bill is paid off. Council passed the motion by a unanimous vote.*

It was determined that the discussion regarding adding two new members to the Steelton Community Development Foundation be tabled.

Following the recommendation of the Committee, Ms. Hodge requested Council move on several personnel issues. In response to the recommendations:

- 1. Mr. Segina moved that Council approve the advertisement of a Full-Time Property Maintenance Officer Position with a starting salary of \$14.00 per hour. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*
- 2. Mr. Segina moved that Mr. Brown be authorized to advertise for a Highway Laborer position, with a starting salary of \$12.00 per hour. Ms. Woods seconded the motion which was passed by a unanimous vote of Council. This position is to fill a position which became vacant because of a retirement.*
- 3. Mr. Segina moved, and Ms. Woods seconded a motion to approve the advertisement of a Full-Time Filtration Plant Operator at a salary of \$17.00 per hour with the understanding that the position is subject to the sale of the Water Plant. Council approved the motion with a unanimous vote.*
- 4. Mr. Krovic moved that Council accept the resignation of William Kegel from the Steelton Public Works Department effective September 2018. Ms. Woods seconded the motion which passed by a unanimous vote of Council.*

Public Comments:

John Dellinger, 727 North Second Street – Mr. Dellinger was concerned that the application from Steelton-Highspire United to use the Fire House for the Pumpkin Decorating Contest was not presented to Council. President Proctor stated that it was not offered because it would not be approved. The President explained that the Steelton Community would hold only one Halloween event. The Borough has already planned program which will be held on the 24th or 29th of October, 2018. Ms. Proctor offered the organization the opportunity to combine efforts with the Borough, which Ms. Dellinger refused. Mr. Dellinger stated that he did not think parents would want children painting pumpkins in their costumes, which is what will happen if the programs were combined. Mr. Proctor reported that the Borough is not planning a parade this year; however,

activities planned include showing a movie, bobbing for apples, and other activities. Mr. Dellinger stated that the Pumpkin Painting Contest has been a long-standing event held in the Fire House. Mr. Proctor reiterated that there will only be one Halloween Event in the community and that will be the one developed by the Borough. He again offered to work in partnership with Steelton-Highspire United. Mr. Dellinger still refused the connection. Further, he stated that he did not think that it was fair to shut out a community organization that provides services to the community.

Geraldine Pendelton, 414 Jasmine – Ms. Pendelton discussed the problem she has with water rising to the level of her patio because of poor drainage. She has sustained property damage and has worked with her insurance company, an attorney and the Borough's attorney and nothing has been accomplished. Because the problem is the result of faulty piping by the developer, the Borough cannot accept responsibility for it nor can it use taxpayer money to fix the private property. Mr. Wion stated that she and her attorney must contact the developer to repair the water problem. Ms. Pendelton noted that she has been unable to find the developer. The issue can be quickly resolved by installing a larger drainage pipe at Jasmine and Sixth Street. Ms. Pendelton stated that Mr. Brown told her that the Borough would take steps to address the problem. Mr. Brown noted that the conversation was held when he first accepted the Borough Manager Position in 2015, so did not fully understand the issues involved. Money was set aside in the Borough budget to resolve the problem, however; at that time he was not familiar with all the nuances of the problem. Mr. Wion again stated that the issue is between the property owner and the developer and the Borough should not participate in the resolution of the problem.

Council Concerns:

Ms. Woods and Mr. Krovic thanked persons for coming out to the meeting.

Mr. Wion stated that an Executive Session was needed to discuss a possible legal issue with 192 North Second Street.

Mayor Marcinko announced that on September 9, 2018, Prince of Peace will host an Ecumenical Prayer Service for First Responders. Invitations have been sent out to Fire and Police Departments in the area. There will be a small reception following the service. She Congratulated the Fire Department on the acquisition of the new Fire Engine, and she thanked persons for coming out to the meeting.


Mr. Segina stated that the new Fire Truck came on Friday and training is scheduled.

Mr. Proctor thanked persons for coming out to the meeting. He also mentioned that the Borough was able to secure a new Fire Truck without raising taxes.

Mr. Segina moved that Council move into Executive Session at 7:40 p.m. Ms. Hodge seconded the motion which was passed by a unanimous vote of Council.

The Steelton Pennsylvania Borough Council Meeting was adjourned at 7:59 p.m.

Respectfully submitted,


Douglas Brown, Secretary

Steelton Borough Council Agenda

September 17, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Recognition Ceremony: Mayor Marcinko

Bureau of Police of the City of Harrisburg Distinguished Unit Citation Recipients

Chief Anthony Minium

Patrol Officer Arthur Etnoyer

Patrol Officer Michael Smith

Patrol Officer Dennis Basonic

Approval of minutes from previous meeting: August 20, 2018

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: August 2018

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Oral Report)

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation:

Mr. Dan Kaldas, HRG, Inc.

August 2018 Engineer's Report

Communication:

Dauphin County Redevelopment Authority

Notice of Bid Acceptance to
Integrated Development Partners,
LLC for the Front Street
Revitalization Project.

Dauphin County Board of Assessments	Appeal & Change of Assessment of 273 South Second Street.
Dauphin County Conservation District	Reminder to Meet New MS4 Ordinance Requirements by 2022.
Dauphin County CED	Announcing Acceptance of 2019 CDBG & HOME Investment Partnership Program Funding Grant Proposals Submission Deadline - 4:30p.m. November 2, 2018.
Neighborhood Dispute Settlement	Announcement of New Partnership Providing Training, Presentations, and Education of Municipal Staff, Appointed and Elected Officials.
Douglas Brown - Steelton Borough	Letter to Equity Trust Company Custodian Sending Partial Refund for Steelton Borough Real Estate Taxes.
Unfinished Business:	
Mr. Brown	Resolution 2018-R-___ Confirming Elected and Appointed Officials Required to Take NIMS Training
Mr. Brown	Quote from Robert Snyder Excavating for Demolition of Garages at River/Second.
Ms. Hodge	Addition of Two Members to Steelton Community Development Foundation
New Business:	
Mr. Wion	Adoption of Ordinance 2018-01 (Vehicles and Traffic)
Mr. Wion	Adoption of Dauphin County Repetitive Loss Area Analysis
Mr. Brown	Acceptance of Proposal from Donley's to Repair Lights in Bailey Park.

Mr. Brown	Letter to Retain McNeese, Wallace & Nurick, LLC as Dissemination Agent for Issuer Continuing Disclosure of Outstanding General Obligation Bonds/Notes
Mr. Brown	NEDC Recommendation to Enacted Community Liaison Program for Trial Period
Mr. Brown	CDBG FY2019 Application Ideas
Mr. Proctor	No Parking Designation for Certain Areas of Front Street
Mr. Segina	Reminder About Budget Meetings/Upcoming Budget Season

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Ms. Hodge	Acceptance of Resignation of Jacob Dohmen Effective September 11, 2018
Ms. Hodge	Promotion of Aaron Curry to Codes Director/Building Codes Official with Probationary Period of 180 Days

Adjournment:

**Steelton Pennsylvania Borough Council Minutes
September 17, 2018**

Present:

Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
William Krovic
Natashia Woods

Mayor Maria Marcinko
Dave Wion, Solicitor
Aaron Curry, Director – Codes Depart.
Anthony Minium, Chief – Police Depart.
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Brian Proctor, Dennis Heefner, Kelly Kratzer, Nicholas Neidlinger, Douglas Brown, Chief Vance

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

Mr. Segina led the group in the Pledge of Allegiance, after which Mayor Marcinko led the body in a Moment of Silence.

Recognition Ceremony: Mayor Marcinko presented the following members of the Steelton Pennsylvania Police Department the City of Harrisburg Distinguished Unit Citation Award:

Chief Anthony Minium
Patrol Officer Arthur Etnoyer
Patrol Officer Michael Smith
Patrol Officer Dennis Basonic

Following review by Council, *Mr. Krovic moved, and Ms. Hodge seconded the motion that the minutes of the August 20, 2018 meeting be approved as presented. The motion passed by a unanimous vote of Council.*

There were no Public Comments on agenda items.

After review, Ms. Hodge moved, and Mr. Krovic seconded the motion to approve the Schedule of Billing, Requisitions and Change Orders for August 2018 as presented. Council passed the action by a unanimous vote.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

In addition to his written report, Chief Minium announced that Rayzors Tattoo Shop was co-sponsoring a Police Dog Fund Raising Event September 30, 2018. The event will be a Chicken Bar-be-que and Auto Show from 11:00 a.m. until sold out. The event will be held on the green area on Front Street, across the street from the Frederick Douglas Borough Building. Tickets are \$9.00 and may be purchased from the Police or Fire Department.

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Oral Report) – there was no report.

NEDC Committee (Oral Report)

Ms. Hodge brought attention to the new projector which allowed persons in the room to view information on the back wall of Council Chambers. This was a project of the NEDC Committee. The Committee is scheduled to meet next week.

Stormwater Committee (Oral Update) – there was no report.

Mayor's Report (Oral Report)

Mayor Marcinko reported that she and Mr. Segina attended the First Responder Prayer Service which was held September 9, 2018. She stated that she had the honor of attending the 100th Birthday Celebration of Ms. Francis Verroca of the 300 block of South Second Street. The Mayor thanked Chief Minium and Mr. Segina for installing the projector in Council Chambers and stated that she was anxious for the Canine to arrive.

Borough Manager's Report (Oral Report) – there was no report presented in Mr. Brown's absence.

Ms. Hodge moved, and Mr. Krovic seconded the motion that the Department Reports be accepted as presented. Council approved the action by a unanimous vote.

Presentation:

Mr. Dan Kaldas, HRG, Inc. presented the August 2018 Engineer's Report, and the highlights were:

- ❖ *The Storm Water Management Program (MS4 Program) Annual Report is due September 2018.*
- ❖ *The HRG participation in the Franklin Brown Boulevard Townhomes ZHB and Final Subdivision/Land Development Plan is complete unless there are additional requests made for their assistance. The agency was informed that the project director anticipates construction on the first unit to begin in the Summer of 2018 with a planned completion date of Fall/Winter 2018. There are some issues between the County and the Construction Company that must be worked out before construction can begin.*
- ❖ *Washington Street Sewer Rehabilitation Project – All work on this project has been completed. The closeout forms from DeTraglia Excavating have been presented to the Borough requesting the County makes the final payment to that company.*
- ❖ *Sanitary Sewer & Water System Valuation – HRG continues to provide assistance to the project team as needed. A representative of the firm will attend the August 27, 2018, Authority meeting to discuss sale versus retainage of the water system.*
- ❖ *2018 Roadway Improvements Projects – HRG designed and bid the project for Summer 2018 construction. Bids for the project were opened on 8/14/2018; however no proposals were received. A possible cause for the lack of proposals may be that the work falls towards the end of the paving season when Contractors are focused on completing their existing 2018 paving projects, whereby they may not have the capacity to take on*

additional paving work in 2018. The Borough may want to consider re-bidding the project early in 2019 for a planned Spring 2019 construction.

- ❖ Blueberry Alley Emergency Repair – HRG has provided assistance to the Borough in identifying the appropriate scope of repair to address the issue of stormwater backing up into the Steelton Italian Club building. DeTraglia Excavating has been selected by the Borough to perform the repairs under an emergency contract. The work was completed.

Ms. Hodge if any member of the Council has seen or heard about the Italian Club work? Mayor Marcinko stated that she has not seen it but did hear that there is some water with some of the rain and she guessed that they were dealing with it. She has not seen it but heard that there was still an issue. Ms. Hodge stated that she also heard there was still a problem with water. Mr. Segina noted that he talked with former Mayor Acri about it and they are looking at some things they have going on at the Italian Club to try to mitigate possible water coming in. They will get back to the Borough about it. He stated that some of the problems came from the water on their roof, so they are changing something around. After the next rains happened they will share the information with the Borough Mr. Segina further stated that at this point, the work has been done. At a later date if the problem is not mitigated there is another area that the Borough may be replacing; however the Italian Club has to inform the Borough the results of their actions Mr. Segina stated that he has received complaints from citizens about the paving on that project. He asked Mr. Kaldas if the final paving had been done. He responded that he did not know if the final paving had been done; however it was supposed to be done. Mr. Segina stated that he was told that the drains were not flush with the pavement. Mr. Kaldas noted that in the future the Blueberry Alley project will be completed and there is on the list of things to accomplish. He said that when the work is complete, the pavement and drain should be flush. *Ms. Hodge moved, and Mr. Krovic seconded the motion that the Engineer's Report is accepted as received. Council approved the action by a unanimous vote.*

Communication:

Dauphin County Redevelopment Authority sent notice that the bid from Integrated Development Partners, LLC for the Front Street Revitalization Project was accepted.

Dauphin County Board of Assessments forward an Appeal and Change of Assessment of 273 South Second Street.

Dauphin County Conservation District sent a letter to the Borough as a reminder that the new MS4 Ordinance Requirements must be met by 2022.

Dauphin County CED sent an announcement stating that they are accepting 2019 CDBG & HOME Investment Partnership Program Funding Grant Proposals. The deadline for submissions of 4:30p.m. November 2, 2018.

Neighborhood Dispute Settlement announced that New Partnership Providing Training, Presentations, and Education of Municipal Staff, Appointed and Elected Officials in available.

Douglas Brown - Steelton Borough sent a letter to Equity Trust Company Custodian which included a partial refund Borough Real Estate Taxes. Mr. Wion reminded Council that the Borough had received information about what the reduction should be on behalf of Dauphin County. Mr. Brown was tasked with calculating the Borough's portion of the refund. He recommended Council ratify the calculations and refund sent by Mr. Brown on behalf of the

Borough. *Ms. Hodge moved, and Ms. Wood seconded a motion that accepts the partial refund of \$257.00 to parcel 580804. The motion carried by a unanimous vote of Council.*

Unfinished Business:

Mr. Wion requested Council approve a Resolution Confirming Elected and Appointed Officials Required to Take NIMS Training. He explained that Emergency Management training is required as determined by the U.S. Department of Homeland Security. The training consist of online courses of which 700 and ICS-100 are the basic required courses. *Ms. Hodge moved that Resolution-2018-R-17 Confirming Elected and Appointed Officials Required to take NIMS Training be approved. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*

Mr. Segina presented a quote from Robert Snyder Excavating for the demolition and excavation of the two garages on River Alley and Second Street. Ms. Hodge said that Council had discussed a limit of \$6,000 for the project and having the demolition completed by the Department of Public Works. Mr. Brown expressed concern about having the Public Works Department complete the work in case there was asbestos present in the building. Mr. Segina informed Council that \$50,000.00 had been budgeted for demolition and none of those funds had been used so far this year. *Ms. Hodge moved to approve the bid for the demolition of the garages on River Alley and Second Street not to exceed \$8,000.00. Ms. Woods seconded the motion, which was passed by a unanimous vote of Council.*

Ms. Hodge stated that there are not two persons to be named to the Steelton Community Development Foundation because no one from the Community has applied for the positions. She said that she intended to have it on record that the seats are available. She asked that anyone interested reach out to her or Mr. Brown. The Foundation is beginning to plan the Christmas Party. Mr. Keith Miller has agreed to help with Santa this year. Mr. Segina requested additional information regarding the positions so it can be placed on the website.

New Business:

Mr. Wion requested Council approve the adoption of Ordinance 2018-01 which recognizes the addition of Special Purpose Parking Permits issued to Jacquelyn Randolph at 242 and a portion 244 North Second Street and Walter Sanchez at 339 South Third Street and the removal of Special Purpose Parking Permit of Nichole Williams at 126 and a portion of 128 South Second Street. *Ms. Woods moved, and Ms. Hodge seconded the motion that Ordinance 2018-01 be approved. The motion carried by a unanimous vote of Council.*

Mr. Wion stated that the Borough has received correspondence about the Repetitive Loss Area Analysis (RLAA) which was done for the Borough and other municipalities by the Dauphin County Department of Community & Economic Development. He reminded Council that a lot of flooding occurs throughout Dauphin County and also in the Borough. The Federal Government provides National Flood Insurance through The Federal Emergency Management Agency (FEMA). FEMA uses a rating system and gives discounts on certain flood insurance premiums to communities that participate in the program. The Repetitive Loss Area Analysis having been done, determines certain areas where there are repetitive flooding and repetitive losses, and they look at these areas and reduce the insurance premiums by having the communities take specific

steps. Mr. Wion asked the Council to adopt the RLAA and implement the recommendation included. *Ms. Woods moved that Council approve Resolution 2018-R-18 Adopting the Dauphin County Repetitive Loss Area Analysis and implement the suggestion included. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.* During the discussion period, Mr. Segina asked Mr. Wion to confirm that the Borough's Flood Plain Administrator is the Codes Officer, Aaron Curry with Mr. Brown serving as backup. Mr. Wion answered in the affirmative.

Mr. Segina provided information regarding the need for new lighting at the Bailey Street Park. The light, located to the left of the Tot Lot, has been inoperable for over a year. There was a discussion about the problem of things not being repaired when they are broken. Of concern is the fact that the light has been a problem for over a year. Ms. Hodge asked who should be contacted when problems are noted. Mr. Segina stated that he would speak to Mr. Heefner, the head of the Public Works Committee about developing a procedure. Chief Minium noted that the Police Department conducts monthly checks of street lights and works with PPL to repair lights that are not working. The Mayor recommended that something be placed in the newsletter instructing citizens to contact the Borough at (717) 939- 9842 when things are not working correctly so persons can be alerted to the problem. *Ms. Hodge moved, and Mr. Krovic seconded a motion to accept the proposal from Donley's to repair the lights, put in a new panel box and fix broken receptacles in the Bailey Street Park for \$1,880.79. The motion passed by a unanimous vote of Council.*

Mr. Segina stated that the Borough received an unsolicited letter from McNees, Wallace & Nurick, LLC, asking to serve as the Borough's Dissemination Agent for Issuer Continuing Disclosure of Outstanding General Obligation Bonds/Notes. The letter is being referred to the Finance Committee for review and recommendation.

The NEDC recommended that the Borough participate in the Community Liaison Program on a trial basis. The program would provide more structure and support to Mr. Brown and the Mayor. The NEDC Committee will continue to review the proposal then make a final recommendation to Council.

The NEDC Committee was assigned to solicit and recommend ideas for the CDBG FY2019 Application to Council.

Mr. Segina discussed the proposal to establish No Parking designation for specific areas of Front Street. The discussion was a follow up on the problem with tractor trailers parking on Front Street. Mayor Marcinko reported determined that the trucks parked on the East End at Durabond are on private property/ However, Chief Minium confirmed that they have been moving the trucks. There was discussion regarding the posting of signs on Front Street, Pine Street and Second Street. The discussion concluded with the decision to that Mr. Wion, Chief Minium, Mayor Marcinko, Mr. Brown, HRG and PennDot should meet to discuss the problem and possible remedy.

Mr. Wion requested that the Council approve the Minimum Municipal Obligation (MMO) established for the Police Pension Plan. *Mr. Krovic moved, and Ms. Woods seconded the motion that the \$186,629.12, be accepted as the amount Certified as the MMO for the Police. The*

motion passed by a unanimous vote of Council. Ms. Hodge requested a copy of the action, which she obtained from Mr. Wion.

Mr. Segina reminded Council that this is budget season. The Finance will hold be four public budget hearing. They are scheduled to be held at 6:00 p.m. on October 3, 10, 17 and, 24 2018. He encouraged persons to attend the meetings.

Public Comments:

Joyce Culpepper 237 North Harrisburg Street would like the name of the people who excavated Harrisburg Street two years ago. They damaged her limestone wall, and now she is having a problem with water under the porch. She has obtained two quotes for the repair, which were \$8,000.00 and \$12,000.00. Mr. Segina informed her that it was a PennDot project, but he would have to find out who did the actual work. Whoever dug up the street is responsible since the rock that hit the wall popped up at that time. Mr. Segina stated that he get her a phone number and contact her after he talks with Mr. Brown. Ms. Culpepper noted that she would like to speak with Ms. Hodge, Mayor Marcinko, and Mr. Segina about a Borough employee.

Cheryl Hippenstein, 318 South Fourth Street – she asked is Council would install a camera by the football field. There has been property damage to cars and the grandstand. She is concerned her property being damaged. Mayor Marcinko informed her that placing a camera in the area would be handled by the School Board. Ms. Culpepper, who is a member of the School Board said she was informed that cars were damaged, but the grandstand was not damaged. The School Board is aware of the problem, and it is scheduled for discussion. There was an inaudible discussion. Ms. Hodge asked Chief Minium if there was any way the Borough could assist with the problem. Chief stated the Department is present at the games; however the game was at Trinity, so there was no Borough presence. He said that for Borough police to be involved that it would be essential to define who can be at the stadium. Without that understanding, they could be harassing persons who have permission to be on the property. He also discussed the futility of patrolling the area because there are so many places to hide that someone who wanted to do damage could hide until the patrol car went by to do their damage.

Ms. Geraldine Pendelton, 414 Jasmine Avenue – asked if the Council had come up with a solution to her problem. Her concerns were referred to Mr. Wion since it was concerning a previously discussed legal issue. Mr. Wion reminded Ms. Pendleton about previous discussions in which she was told that the Borough is not responsible for the damage on her property since the since it is located on a non-Borough property. She stated that the Borough should not have approved the construction if the specifications did not meet standards. Mr. Wion recommended she take action with the developer of the property. Ms. Pendleton stated that she has been unable to locate the developer. She also reported that she has copies of correspondence from Mr. Brown, written in 2016, which said that the Borough would remedy the problem and that it was unfair that the action promised. Her lawyer resigned because he said that it would take years to complete a lawsuit on the Borough. Mr. Wion stated that at that time, Mr. Brown did not know that the drain was not located on Borough property, therefore, ineligible for repair by the Borough. Mr. Segina supported Mr. Wion by stating that the fix was budgeted, however, after investigation it was determined that it was not on Borough property, therefore, the Borough is unable to install a larger drain. Ms. Pendelton said that she bought the property in 2000 and when

she purchased the house there was not a problem. Ms. Hodge noted that at the time she purchased her home, no one could have predicted that a problem would occur in the future.

Council Concerns:

Ms. Woods and Mr. Krovic thanked persons for attending the meeting.

Chief Minium requested that the Canine Fundraiser would be advertised on the website. Mr. Segina said that he would post the information.

Mr. Curry, Mr. Wion nor Ms. Leggett-Robinson had comments.

Mayor Marcinko stated that:

1. She received an email from Swatara Township regarding how helpful, and concerned Officer Cory Alwin was during a situation that occurred in Steelton. She asked that a copy of the email be placed in Officer Alwin's personnel file. She said that this is an example of people recognizing what a great job they are doing the community policing.
2. She announced that within the last month there were two very large seizures by the TNT and there was another one this past week that included stolen weapons. The group is really being effective in the Borough.
3. She announced that Santa would be riding the firetruck around the Borough like he did last year. The ride is scheduled for December 22, 2018.
4. Chief added that he received an email from the Swatara Fire Chief, Mike Emerson complimenting Officer Cody Webster. Officer Webster was off duty when he saw a motorist stranded on Derry Street and stopped to help. He requested the information be placed in Officer Webster's personnel file.
5. Finally, the Mayor wished Council Pro Tem Keontay Hodge Happy Birthday.

Ms. Hodge thanked the community for attending the meeting and being a part of the process. She stated that it is not a pretty process, but is one that they will all work through as long as people continues to come and keep Council informed so that they can make informed decisions. She noted that it is not easy to be a governing body when you know what you would like to do but must instead make decision, based on what is good for the citizens She thanked people for welcoming her nephew, the Police Department, the Fire Department and the Mayor for remembering her birthday and getting her a crown. Ms. Hodge said that she feels that are getting closer, moving forward and doing a lot of progressive things and Steelton is getting finally getting a lot of good recognition. She thinks things should keep moving forward.

Mr. Segina announced the UGI would be flaring this week, so seeing flames is no need for concern. There is a job position open for Filter Plant Operator, with applications being accepted until September 21st. There has been a vacancy on the Zoning Hearing Board for about a year. Residents interested in the position should submit their resume to Mr. Brown. There is an opening for a Jr. Councilperson. Any Jr. or Sr. High School student who is a resident of the Borough is eligible for the position. Anyone interested should send a letter of intent to Mr. Brown. These positions are listed on the website. Mr. Segina apologized for the 2008 Street Paving Projects that fell behind. The action was not taken promptly; however, \$100,000.00 in grant money is available, and there has been a discussion about requesting additional street paving money next year. He mentioned the Police Chicken Bar-be-cue on the 30th, and the November 3, 2018 Flu Shot Clinic will be held at Borough Hall from 9am-1pm. The event is co-

sponsored by the Police Department and Penn State Hershey. Chief added that it is free to the public.

Mr. Segina noted that there was a problem with trash pickup on River Alley because of a hanging utility line and construction issues on Blueberry that prevented the recycling truck could not get through. Chief Minium spoke with Mr. Brown regarding when preparing the next contract that trash day is consistently on Wednesday because of the street ordinance. Mr. Segina indicated contract renewal is coming up soon and he would also like to include supplying new trash cans. He thanked persons for coming to the meeting.

Mr. Wion clarified that the Executive Session is to discuss personnel issues.

Council went into Executive Session at 8:07 p.m. upon the passage of a motion made by Ms. Hodge and seconded by Mr. Krovic.

Council resumed the open meeting at 8:42p.m. upon a motion made by Ms. Hodge, seconded by Ms. Woods and passed by a unanimous vote of Council.

Other Business:

Ms. Hodge moved that Council accept the resignation of Jacob Dohmen effective September 11, 2018. The motion was seconded by Mr. Krovic and passed by a unanimous vote of Council.

Ms. Hodge moved that Aaron Curry be promoted to Codes Director/Building Codes Official with a salary of \$45,000.00 pending the signing of the contract and with a probationary period of 180 Days. The motion was seconded by Ms. Woods and passed by a unanimous vote of Council.

Mr. Keith Miller requested the use of a Borough vehicle and staff to join other area municipalities assisting those areas affected by Hurricane Florence. He stated that he had discussed the proposal with both Mr. Segina and Mr. Brown, who instructed him to bring it to Council for review and response. The conclusion was that Mr. Miller and any other employee may go as volunteers using their accumulated time. Council will work to develop a plan for vehicle liability and paid time off for staff so that something will be in place should there be similar request in the future.

Ms. Hodge moved that the meeting be adjourned. Ms. Woods seconded the motion which passed by a unanimous vote of Council. The Steelton Pennsylvania Borough Council Meeting was adjourned at 8:58 p.m.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda

October 1, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meeting: September 17, 2018

Public Comment on Agenda Items only:

Presentation:

Mr. Dan Kaldas, HRG, Inc. September 2018 Engineer's Report

Communication:

Mr. Wion Memorandum RE Status of Paxton Alley Trees

CDBP&M, P.C. Updates to Clean Slate Law and Impact on Criminal Background Checks in Hiring

PA State Association of Boroughs October 2018 Update

Robert E. Stout, Dauphin County Dept. of Public Safety 2019 TMI Exercise Notice

Mr. Steven Shaver, Deputy Emerg. Man. Coordinator Act 147 Grant Request

Tri-County Regional Planning Commission Update on Changes to UCC

Michael T. Wanner Resume for Zoning Hearing Board

Unfinished Business:

Ms. Hodge Addition of Two Members to Steelton Community Development Foundation

Mr. Brown CDBG FY2019 Application Ideas

New Business:

Mr. Brown Notice of Requirement to Update Borough's Stormwater Ordinance in

Preparation of New MS4/NPDES
Permitting Requirements

Mr. Brown

Approval for Aaron Curry to Attend
Certified Stormwater Inspector
Training

Mr. Brown

Approval of Hershocks Quote to
Replace Front Door at Borough Hall
Due to Maintenance Issues in the
Amount of \$4,345

Mr. Minium

Resident Concern About Special Purpose
Parking Issue (Permittee Using Non-
Designated Space to Save Room for
Partner)

Mr. Wion/Mr. Minimum

ORDINANCE NO. 2018 –

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA,
CHAPTER 49, “CONDUCT”, ARTICLE V, “DRUG PARAPHERNALIA”, SECTION 72 “CONDUCT
PROHIBITED”, SUBSECTION A. BY REPLACING §49-72.A. TO MAKE IT AN ADDITIONAL
VIOLATION FOR ANY PERSON TO POSSESS WITH INTENT TO DELIVER DRUG PARAPHERNALIA.

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Ms. Hodge

Personnel Committee
Recommendation to Hire Robert
Snively as Full-Time Highway
Laborer at Starting Rate of \$12 per
Hour plus Benefits

Ms. Hodge

Personnel Committee Recommendation to
Hire Mr. Michael Whitaker as Full-Time
Property Maintenance Officer at Starting
Rate of \$14 per Hour plus Benefits

Ms. Hodge

Personnel Committee Recommendation to Hire Vincent Medina as Full-Time Water Filtration Plant Operator at Starting Rate of \$16 per Hour plus Benefits

Ms. Hodge

Personnel Committee Recommendation to Hire Todd Meledin as Full-Time Water Filtration Plant Operator at Starting Rate of \$16 per Hour plus Benefits

Adjournment:

Steelton Borough Council Meeting Minutes

October 1, 2018

Present:

Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
William Krovic
Natashia Woods

Mayor Maria Marcinko
Dave Wion, Solicitor
Douglas Brown, Borough Manager
Aaron Curry – Codes Department
Anthony Minium, Chief – Police Dept.
Eugene Vance, Chief – Fire Department

Absent with Cause: Brian Proctor, Dennis Heefner, Kelly Kratzer, Nicholas Neidlinger, Thommie Leggett-Robinson

The meeting was called to order by Vice President Mike Segina at 6:30 p.m., who then led the group in the Pledge of Allegiance and a moment of silence.

Chief Minium stated that the Police Department has been trying to raise money to support the addition of a canine unit. On September 30, 2018, the Department held a Chicken Barbeque and Crusin' Car Show Event. The event raised over \$4,000.00. Added to that money was a \$5,000.00 donation from DuraBond and \$1,000.00 from the State Constable Association. Chief Minium had Officer Schaffer bring in the Department's newest Police Officer –Canine Officer Beny. Officer Beny is a 13 month old German Shephard. Officer Schaeffer will be his handler. He was a canine handler in a previous job and in the past, has been a trainer at Castle's K-9 Inc. Officer Bennie is scheduled to begin his training October 15, 2018 and should be able to assume his position in 4-5 weeks. Chief Minium stated that he has a high drive and is very disciplined. Bennie came with a partner, a 13 month old German Shephard/Belgium Alowile mix from the Republic of Czechoslovakia. The dog's name is Noro. Castle K-9 Inc. acknowledged that the Borough has waited a long time to begin its canine unit. As a result, the company is offering a deal and discount. The company will provide Noro for \$6,000.00 now and \$ 6, 900.00 in January. The Department already owns a canine vehicle and has the \$750.00 required to label the automobile. K9's of Police Services is donating the insert, the dog food and veterinary services are still available for free. The new canine will be purchased at no expense to the tax payers. Chief Minium asked Council to approve the purchase of an additional canine for the Department. *Ms. Hodge moved that Council approve the request to purchase an additional dog, provided Officer Webster, the designated handler for Noro, agrees to and accepts the new Union contract and that a purchase contract between Castle K-9 Inc. and the Borough for \$6,000.00 payment now and a \$6,900 payment in January is executed. Mr. Krovic seconded the motion which was adopted by a unanimous vote of Council.* Mr. Webster thanked Council for purchasing the additional canine and the opportunity to learn from Officer Schaeffer. Chief Minium thanked the Fire Department for their assistance and noted that they cooked 350 chickens and the meals sold out quickly.

After review, Ms. Hodge moved and Ms. Woods seconded the motion that the minutes of the September 21, 2018 meeting be approved as presented. Mr. Segina noted that the introductory date should be the 21st not the 17th. The motion carried by a unanimous vote of Council.

There were no public comments on agenda items.

Presentation:

Mr. Dan Kaldas, HRG, Inc. presented the September 2018 Engineer's Report. The highlights of the written and verbal report are:

- Storm Water Management Program (MS4 Program) - the Annual Report was submitted to the PA Department of Environmental Protection September 28, 2018. A copy of the report was provided to Borough staff.
 - Franklin Brown Boulevard Townhomes Project – HRG services on this project are now complete, unless additional services are requested. Keeping r Fall of 2018 completion spring summer 2019
 - Sanitary Sewer & Water System Valuation – Continued assisted is available to the project team upon request.
 - Capital Improvement Projects – Following a meeting with Borough staff, the following project for identified for 2019:
 - Sanitary Sewer:
 - Hoffer Street Pump Station
 - CIPP Lining 3rd Street & 7th Street
 - Pump Station Monitoring Equipment
 - Storm Sewer:
 - Storm sewer relocation from Locust to Trewick for Front Street redevelopment.
 - Blueberry Alley – complete the rest of the replacement system from the emergency repair.
 - Parks:
 - Steelton Skate Park Phase II
- HRG is preparing a proposal for the Borough's consideration for the Hoffer Street Station.
- 2018 Roadway Improvements Project:
 - North 4th Street: from Mulberry to Walnut Street
 - Walnut Street: from 2nd to 4th Street
 - Lincoln Street: from North 3rd Street/Trawitz Alley to Harrisburg Street, and Lincoln Street/Columbia Street intersection north 200 feet towards cemetery.

HRG was approved to advertise for bids for these projects, however, no bids were received. The bid process will resume in later in 2018 in order to get responses at the beginning of paving season in 2019. There was discussion regarding additional fees to advertise for proposals.

- Blueberry Alley Emergency Repair:
 - Assistance was provided to identify the scope of repair in order to address the issue of the storm water backup in the Steelton Italian Club building. The Detraglia Excavating Company was retained to perform the repairs. The Company will return to complete the final paving of the trench restoration.

Mr. Segina asked if the emergency repairs resolved the problem at the Italian Club. Mr. Brown responded that conditions were improved, but the problem was not completely resolved. The Club has taken some action to see if there is something they can do, in addition to the emergency repair to totally resolve the problem. It is possible that there is a problem with a tie-in from the inlet on Second Street to the stormwater main on Blueberry Alley. That main is in disrepair and in order to resolve the problem a second inlet and new stormsewer main must be installed. Mr. Brown stated that it is probable that the work will have to be completed by a contractor. Mr. Segina stated that he would check with Italian Club to see if the changes they made relieved the program. He also stated that the Second Street main should be repaired, but suggested that it is something that could be put in next year's budget rather than taken

out of the current budget. Mr. Segina requested that Mr. Kaldas change the year of the Roadway Project to 2019. Someone asked a question about the Franklin Brown Boulevard Townhome Project. Mr. Brown responded that permits for the first six units have been submitted to the Commonwealth Codes Inspection Services for review and comment. As soon as they respond, construction can begin. He also reported that copies of the plans are available for review. *Ms. Hodge moved and Mr. Krovic seconded the motion that the Engineer's Report be accepted. The motion passed by a unanimous vote of Council.*

Communication:

Borough Solicitor Wion wrote to Councilperson Segina in response to a question regarding trees and foliage growing in Paxton Alley. He explained that the section in question intersects Paxton Road in a V shape approximately 200 feet east of the northern line of Paxton Road and continues between the houses located on the south side of Roller Drive and the north side of Paxton Road. The Borough failed to improve and open Paxton Alley within 21 years of its availability to the Borough in the early 1900s. Any potential rights of the Borough in and to Paxton Alley as a Borough street has been lost. The law generally provides that an abutting property owner on each side of such an unopened and unimproved street owns the property to the middle of the unopened street. Therefore, this area is considered private property, with each abutting neighbor responsible for the maintenance of their half of the undeveloped street. Questions regarding the legal rights and responsibilities by the owners of the abutting properties should be referred to a private attorney.

Campbell Durant Beatty Palombo & Miller, P.C. shared information regarding the Pennsylvania Clean Slate Law and its impact on Criminal Background Checks in hiring. The new bill authorizes the following criminal action sealed from public records:

- Arrests not resulting in a conviction
- Non-violent misdemeanor convictions, which carried a sentence of a year or more in jail, and ten (10) years have passed since the individual's last misdemeanor or felony conviction.

Under the current law, arrest information is insufficient, standing alone, to permit an employment action (rejection of the applicant or termination of employment), however the provision that offers a "clean slate" for older criminal records is new. Individuals can file a petition to seal their records under the new law beginning December 2018. Automatic sealing, which will be handled by the Administrative Office of the Pennsylvania Courts will go into effect within two (2) years. As a result, criminal records that will be released to an employer will no longer include information regarding the arrests or crimes that are now to be sealed. The bill authorizes the sealing of specified convictions, however it does not allow for the record sealing of more serious offenses such as murder, kidnapping, sexual offenses, weapons charges, and child endangerment, among others. The Bill also allows immunity from civil actions for employers who hire an individual whose criminal conviction records have been sealed in accordance with the law, when the individual commits a criminal act that is related to the prior conviction. Employers, not located in "ban the box" areas may still as if a potential employee has ever been convicted of a misdemeanor or felony, however, the Clean Slate Bill provides that individuals shall not be "required or requested to disclose information about the individual's criminal history records" that have been sealed in accordance to the Bill.

PA State Association of Boroughs provided an October 2018 Update. The update included information regarding the October 12-14 2018 Fall Conference, Free C2P2 Grant Program Workshops and Webinars, the opening of nominations for Governor's Awards for Local Government Experience, and various training opportunities.

The Dauphin County Department of Public Safety notified the Borough that the 2019 TMI Exercise is scheduled for Tuesday, May 7, 2019. Exercises at schools will be held in the morning. Municipalities and Counties will participate in the exercise in the late afternoon/evening. The out of sequence activities for mass care and monitoring/decontamination will be on Wednesday evening May 8, 2018.

Mr. Steven Shaver, Deputy Emergency Manager Coordinator for the Steelton Borough wrote to the Dauphin County Department of Public Safety Office of Emergency Management requesting a \$ 2,388.00 grant through ACT 147 process. The funds will be used for meals and training; connectivity; portable batteries; and ICS forms and printing.

Tri-County Regional Planning Commission informed Municipalities that for the first time since 2009, Pennsylvania is updating its Uniform Construction Code (UCC). Changes will take effect October 1, 2018. Beginning April 1, 2019, all permit applications submitted for new buildings or major renovations must be reviewed using the new UCC. The updated UCC covers commercial and residential construction and includes changes to energy, fire safety, insulation and building material standards. The changes will impact how municipalities administer the code when issuing building permits and compliance certificates. By extension, the new codes will also affect housing costs, zoning, existing structure improvements and property maintenance. Seminars and training sessions are being offered to assist in preparation of the changes.

Mr. Michael T. Wanner submitted his resume for consideration as a member of the Zoning Hearing Board.

Unfinished Business:

Ms. Hodge announced that the Steelton Community Development Foundation is looking for two additional members. She encouraged persons to come forward and fill the position.

Mr. Brown stated that he was moving forward to meet the November 2018 deadline for submitting the application for the Community Development Block Grant Fiscal Year 2019. Listed as thing for application are:

- ✓ Funding for the Codes Program
- ✓ Demolition of vacant properties in the Borough, which will reduce blight
- ✓ Phase II of the Skate Park which would be a plan for and construction for parking.

Mr. Brown noted that the Borough still has the \$100,000.00 funding available for the 2019 Roadway Improvements Project. There was an inaudible comment.

New Business:

Mr. Brown presented information about the new MS4/NPDES Permit Requirements issued by the Dauphin County Conservation District. The new permit requires the Borough to adopt an ordinance outreach program, provide citizen education, including such things as not blowing leaves into street. The requirements are moving into a new permitting phase which will require the Borough to add things to the current program such as developing a best management practice that reduces the load of storm water that goes from out Borough into the Susquehanna River. A new ordinance must be established by 2022. A model ordinance has been prepared and is available online. At this point, he and Mr. Wion are working on developing the new ordinance. It can be reviewed by the Stormwater Committee prior to bring the final recommended ordinance will be presented for Council's approval. Mr. Segina recommended work on the new ordinance be directed to the NEDC Committee since the Stormwater Committee is not fully functioning at this time. Mr. Wion added that usually the County develops its ordinance and provides a model to the municipalities, then the Borough adds its own plans to that

ordinance. Mr. Segina then determined that Mr. Wion, Mr. Brown, and Borough staff should work on the ordinance and submit the final recommendation to Council when it is complete. Mr. Brown informed Council that the State is working on new legislation, which is now in the House. This legislation would allow the Borough to charge a fee without having to create an Authority and without creating new aerial mapping of the Borough. The new legislation would eliminate that time consuming process. Eliminating this process will allow the Borough time to start collecting fees, and begin making the changes necessary to meet the new requirements of getting a permit. He is hoping that the legislation will be sent for the Governor's signature soon.

Mr. Brown stated that Mr. Curry has been very aggressively seeking training, both the training he has been asked to do as well as job related training he has found on his own. His becoming a Certified Stormwater Inspector falls right in line with the MS4 plan and meeting the DES requirements. The certification will allow him to do such things as handle the illicit discharges, know what to look for, implement compliance measures with the MS4 program, gain enforcement knowledge, and eventually, if approved, have enforcement authority. Mr. Curry stated that the Certified Stormwater Inspector training course is a two day course held in Philadelphia at a cost of \$824.00. Mr. Brown added that since it was a two day course in Philadelphia, it would require an overnight stay and he recommended that the total cost not exceed \$1,500.00. *Ms. Hodge moved that Mr. Curry be approved to attend training to become a Certified Stormwater Inspector, in Philadelphia, PA for two days in the end of November at a cost not to exceed \$1,500.00. The motion was seconded by Ms. Woods and passed by acclamation of Council.* Mr. Curry thanked Council for approving the request.

Mr. Brown informed Council that there are some problems with the lock on front door at Borough Hall. Shearer Locksmith Company has been out several times and finally advised that a new door be installed. Mr. Brown requested Council accept the proposal submitted by Hershocks to replace the door. Funds to pay for the replacement would come out of the Municipal Building Repairs line item. Mr. Segina asked if this amount would exceed the funds allocated for that item, to which Mr. Brown answered "no". *Ms. Hodge moved that the proposal from Hershocks to repair the front door of the Frederick Douglas Borough Hall for a cost of \$4,345.00 be accepted. The motion was seconded by Ms. Woods.* Mr. Krovic expressed concern about the portion of the proposal that stated "not responsible for patching or damage to surrounding substrates during demolition. Mr. Brown will seek clarification on that issue. He said that when he gets a response from the company he will discuss it with the Finance Committee before proceeding with the installation of the new doors. He stated that the doors need to be replaced within the next two weeks. *The motion was approved by a unanimous vote of Council.*

Chief Minium informed Council of a concern about the inappropriate use of a Special Purpose Parking Permit. Mr. Christiansen, his wife Joyce Croman and his mother-in-law, Nancy just moved into 103 North Second Street. Ms. Nancy Croman is physically disabled and uses a walker and wheelchair to traverse her environment. The family is asking for a Special Parking Permit to ensure parking is available for use when they transport her. Mr. Christiansen stated parking in the area is extremely limited, with only two parking spaces available in the immediate area around the house. They would like the Permit to be in the daughter's name. At this point, they have not applied for a permit because Chief Minium recommended they present their case to Council before filing an application. The statute states that the automobile for the Special Parking Permit must be in the name of the disabled person. In response to a question from Mr. Segina, Mr. Wion stated that he does not remember any similar cases coming before Council, however, he recommended the case be presented to the Police Committee. Further, the statute and regulations clearly state that the automobile must have a handicapped license plate. Chief Minium stated that the Police Department will conduct a Traffic Study before presenting the information to the Police Committee. It was

suggested that Mr. Christenson attend the October 24, 2018 Police Committee meeting which begins at 6:00 p.m.

The second concern Chief Minium has was regarding an established Special Purpose Parking Permit that was issued to a person in the Borough. This person parks in the designated spot until her husband left for work, at which time she moves the automobile to a space in front of the Special Parking Permit area. When the husband returns from work, she moves the car back into the Permit area. Persons on the Council stated that Chief Minium should send a letter citing misuse of the Permit and include the possibility of the parking switching resulting in negative action.

The third and final Special Purpose Parking Permit issue involves a salvage business that has requested a Loading Zone or No Parking Zone sign be placed in front of the business. The current traffic pattern is causing difficulties for the business. Mr. Wion suggested that the Police Department conduct a traffic study similar to the Special Purpose Parking Permit study to determine exactly how the business is affected and the best solution to the problem. Action on the issue will be delayed until persons attend the scheduled meeting with PennDot when they will discuss other issues regarding signage and parking. During the discussion Council indicated that it would support a Loading Zone sign.

The introduction of a Resolution to remove the Special Purpose Parking Permit from 600 S. Second Street that appeared on the agenda was not addressed at the meeting.

Mr. Wion and Chief Minimum explained the request for amending the current Borough code which details the possession of drugs. The change would add the language “possession with the intent to deliver” to the current language of the Ordinance. Currently, the code does not include possess, and the Magistrate noted that a lot of cases could be thrown if the language is not changed. In order to make the change in the Ordinance, it must be published for 30 days so that the public has the opportunity to review the proposed change. *Ms. Hodge moved that Council approve the advertisement the adoption of the proposed Ordinance 2018 – 02 giving permission for the ordinance to be published. Mr. Krovic seconded the motion which was approved, unanimously, by Council.*

Public Comments:

Cheryl Powell, 321 Lebanon Street – Ms. Powell expressed concern that in May, she asked about the property located on Second Street between Frank Brown Boulevard and the alleyway. The property has a lot of items in front of the house including stoves, and other items. Since there have been no changes in the property, she would like to know what has been done regarding the cleaning up that property. Mr. Segina asked Mr. Curry to respond to the inquiry. Mr. Curry stated the ordinance states that there can be no garbage on the property. Technically, it is not possible to tell the property owner that their things are garbage, and there is no proof of such. However, specific items can be addressed, for example, we have discussed the trash bags, the washing machine, cans located on the porch. The property was cited for those things. In response to Ms. Powell’s question regarding the timeframe that improvements will be noticed, Mr. Curry responded that the changes must be made within 30 days of the date the property was cited. Ms. Powell question the training for Storm Water Certification for the Codes Officer.

She asked if that was usual practice for the Codes Department. It appears that codes has so many other things that that would be an additional responsibility. Mr. Brown stated that whenever there is an illicit discharge, protocol under the new MS4 program if there are private issues related to stormwater such as dumping oil or a drain connected to the wrong area are all examples of private things that would be covered by the Codes Office. The Codes Office will also handle enforcement of the Stormwater Ordinance so that he needs the training as a Stormwater Inspector. With the new guidelines and new

permit, EPA is much more stringent on the reporting of illicit discharges and our enforcing that under the program. Over the last two years, the Borough really tightened up its policy and response and become more aggressive so that it can remain compliant. In a public issue, such as oil spill resulting from an automobile accident and the oil results in an illicit discharge, the Public Works Department will handle that. Typically in municipalities, the Codes Department will handle those because they are usually private issues. Mr. Brown reported that the Borough gets a good number of illicit discharge reports, receiving about two a month. The reports are often from persons in the neighborhood that see something and request that it be checked. Sometimes there is a problem, but sometimes it is nothing. The point is that persons are more aware of the issues and are trying to help the Borough maintain compliance. Following Ms. Powell's question, Mr. Brown stated that if EPA reviewed the records and found that the Borough never followed up on reports, nothing was done, or there was no enforcement on a problem reported, the Borough would receive a nice fine. Chief Minium reported that the Steelton Police Department is the only department in the county that tracks accident fluids. The Department was rewarded for its actions.

Emmuel Powell, 321 Lebanon Street – Mr. Powell requested information regarding the funding source of the projects that are being done in the Borough. Mr. Brown responded that years ago, the initial funds for the housing development came from CDBG funding. Tri-County is using FAIR funding, which is a State sponsored programs and home loan bank program where a local bank provides funding and MidPenn in the bank they are working with at this point. Dauphin County provides funds from the local share gaming grant funds. The Franklin Brown Townhomes are receiving funding from several sources. Mr. Powell asked if all the funds are in one basket. Mr. Brown's response was no and he explained that funds used to leverage money has to be used under state DCED and in the case of the townhomes, the funds were spent on clearing the area and building the retaining wall. Site preparation. CDBG to purchase and demolish the property; DCED funds were used to clear the site construct the retaining wall, build the stormwater system and purchase seed to make it a green space until the property was developed. There was a developer that was to work on the project and the relationship with that developer was terminated. Tri-County agreed to develop the area contingent upon getting money but some of the money is coming through Tri-County. Mr. Powell explained that people afraid to come to Council with their questions regarding the project. Mr. Brown explained that a contractor has been selected and at this time, the project is on hold waiting for the County to grant the necessary permits. There is hope that the permits will be granted soon and the Groundbreaking can occur by end of this month, on-site work can start before the end of year, and building of the townhomes can begin the first of Spring. There is a residence on Bessemer Street where the automobile is parked in grass so tall that the automobile cannot move. The response was that this is definitely a codes violation since Borough Ordinances says that parking areas cannot have a permeable surface that means -no concrete, macadam, grass, or gravel. Driveway but gutter nothing underneath the car.

Council Concerns:

Mr. Krovick expressed no concerns, but thanked persons for attending the meeting.

Ms. Woods had no concerns to discuss. She did thank the citizens for coming to the meeting and remarked that the Police Department did a good job on their fundraiser.

Mr. Brown was happy to report that the contract with the developer for the redevelopment project of Front Street has been signed. Mr. John Bowser is the Managing Director for the project. The Finance Committee will begin meeting every Wednesday to develop an unbalanced budget to present to Council and for review and direction. The budget will be presented at the December meeting at which time it

will be balanced. Also, the Borough is in the process of reviewing board, member term limits and terms of appointment to determine if new Board appointments are needed.

Mr. Wion had no comments or concerns to discuss.

Mayor Marcinko had no concerns to discuss. She did thank Council for approving the purchase of the second canine for the Police Department. She expressed excitement about the success of the Police Department's Chicken Bar-be-que and Crusin' event. She stated that the success shows how well the Department is respected. Finally she noted that the Fire Department picnic was a success.

Ms. Hodge had no concerns, but thanked persons for their attendance at the meeting.

Mr. Segina thanked persons for supporting the Police Department's event. He stated that he was surprised and pleased that all the chicken was sold. He commended the Police staff for their dedication. He also thanked Council for approving the use of the boat dock for use for the Fire Department Picnic. Segina.

At 7:40 p.m. Mr. Krovic moved that Council recess into Executive Session to discuss personnel and legal issues. The motion was seconded by Ms. Woods and passed by a unanimous vote of Council.

Vice President Segina called the meeting back into session at 7:78 p.m.

Ms. Hodge requested Council approve the Personnel Committee recommendation to hire Robert Snavelly as Full-Time Highway Laborer at starting rate of \$12 per hour plus benefits beginning October 2, 2018. The motion was seconded by Ms. Woods and carried by a unanimous vote of Council.

Ms. Hodge requested Council approve the Personnel Committee recommendation to hire Michael Whitaker as Full-Time Property Maintenance Officer at starting rate of \$14 per hour plus benefits beginning October 8, 2018. The condition of hire is that he obtain Property Maintenance Officer Certificate within six months. The motion was seconded by Mr. Krovick and passed by a unanimous vote of Council.

Ms. Hodge asked Council to approve the Personnel Committee recommendation to hire Vincent Medina as Full-Time Water Filtration Plant Operator at starting Rate of \$16 per hour plus benefits effective as of his start date. Mr. Krovic seconded the motion which carried by a unanimous vote of Council.

Ms. Hodge introduced a motion that Council accept resented the Personnel Committee recommendation to hire Todd Meledin as Full-Time Water Filtration Plant Operator at starting rate of \$16 per hour plus benefits at a start date determined by Mr. Brown. The motion was seconded by Ms. Woods and passed by acclamation of the Council.

Council welcomed both Mr. Snavelly and Mr. Whitaker to employment in Steelton Borough. It was noted that Mr. Whitaker will be sworn in as a full-time Property Maintenance Officer upon completion of his certification.

Ms. Hodge moved, Mr. Krovic seconded the motion that the October 1, 2018 meeting of the Steelton PA Steelton Borough Council Meeting be adjourned at 8:05p.m. The motion carried by acclamation of the Council.

Respectfully Submitted,


Douglas Brown, Secretary

Steelton Borough Council Agenda

October 15, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meeting: October 1, 2018

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for: September 2018

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- Codes Department (Written Report)
- Public Works (Written Statistical Reports)
- Parks and Recreation Committee (Oral Report)
- NEDC Committee (Oral Report)
- Stormwater Committee (Oral Update)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

Presentation:

Kevin Sidella, Property Registration Champions, LLC

Presenting Updates to Foreclosed
Property Registration
Program/Vacant Property
Registration Program

Carlene Ramone

Request Related to Support of
Tourism Grant

Communication:

Joe Anne Little

Request to be Appointed to Zoning
Hearing Board

Neighborhood Dispute Settlement

Fall 2018 Newsletter

Dauphin County Tax Assessment Office

Notice of Change in Assessment –
331 S. 3rd Street

Dauphin County Tax Assessment Office

Notice of Change in Assessment –
102 Felton Street

Dauphin County Tax Assessment Office

Notice of Change in Assessment –
2146 S. 2nd Street

Dauphin County Tax Assessment Office

Notice of Change in Assessment –
599 Bessemer Street

Dauphin County DCED

Notice Related to 2018 CDBG
Funding for Codes Project

Mayor Marcinko

Note from October 7th Fire
Committee Meeting

Steelton Economic Development Corporation

Executed Sales Agreement between
SEDC and Integrated Development
Partners for Purchase of North Front
Street Redevelopment Properties

Dauphin County Commissioners

Recognition of Steelton Fire Dept.

Utility Service Partners, Inc.

Update on Service Line Warranty Program

PENNDOT

Memorandum Outlining
Responsibilities for Traffic Control
Devices/Signage between PENNDOT
and Municipalities

Unfinished Business:

Mr. Wion

ORDINANCE NO. 2018 –02

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, CHAPTER 49, “CONDUCT”, ARTICLE V, “DRUG PARAPHERNALIA”, SECTION 72 “CONDUCT PROHIBITED”, SUBSECTION A. BY REPLACING §49-72.A. TO MAKE IT AN ADDITIONAL VIOLATION FOR ANY PERSON TO POSSESS WITH INTENT TO DELIVER DRUG PARAPHERNALIA.

Mr. Wion

ORDINANCE NO. 2018-03

AN ORDINANCE OF THE BOROUGH OF STEELTON, DAUPHIN COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, BY ADDING THERETO A NEW CHAPTER 59 ENTITLED “FIRE INSURANCE PROCEEDS ESCROW” TO CREATE PROVISIONS FOR THE USE OF FIRE INSURANCE PROCEEDS, LIMITS OF LIABILITY, RESERVATION OF INSURANCE COMPANY RIGHTS, CONSTRUCTION OF THE CHAPTER, REASONABLE MUNICIPAL FEES, NOTIFICATION OF PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) AND PENALTIES FOR VIOLATION OF THE ORDINANCE

Mr. Wion	Agreement between Steelton Borough and Talen Energy for Energy Generation Beginning August 2018
Ms. Hodge	Update on Senior Center Computer Program and Open SCDF Board Positions
New Business: Mr. Wion	Approval of Amendment No. 3 to Agreement between Steelton Borough and Property Registration Champions, LLC
Mr. Wion	Resolution 2018-R-___ Approving First Note Modification Agreement
Mr. Segina	Request for Council Relief on Sewer Billings – Nick Carter – 2213 S. Front St.
Mr. Segina	Request for Council Relief on Sewer Billings – Ryan Maxwell
Mr. Brown	Request from Prince of Peace Parrish to Hold Trunk or Treat on Second Street – Approval to Close Section of Second Street
Mr. Brown	Approval for Fire Department to Install Rolling Gate on Frank S. Brown BLVD Side of Parking Lot to Prevent Thru Traffic at Their Own Expense

Mr. Brown

Approval of One Year Audit
Agreement Extension between
Steelton Borough and Zelenkofske
Axelrod

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues (Daron Alley)

Other Business:

Ms. Hodge

Acceptance of Resignation of
Michael Hays from Highway
Laborer Position

Mr. Minium

Agreement between Steelton
Borough and Canine Officers

Adjournment:

Steelton Borough Council Meeting Minutes

October 15, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
William Krovic
Natashia Woods
Dennis Heefner

Dave Wion, Solicitor
Aaron Curry – Codes Department
Eugene Vance, Chief – Fire Dept.
Thommie Leggett-Robinson, Exec. Asst.

Absent with Cause: Kelly Kratzer, Nicholas Neidlinger; Doug Brown,
Mayor Maria Marcinko, Anthony Minium

President Proctor called the meeting to order at 6:30 p.m. after which he led the body in the Pledge of Allegiance.

In the Mayor's absence, Ms. Woods led the assembly in a Moment of Silence.

Mr. Krovic moved, and Ms. Woods seconded the motion that since the minutes from October 1, 2018, were unavailable for review and approval that they are considered at the November 5, 2018 meeting. Council unanimously approved the motion.

There was no public comment on agenda items.

Mr. Segina moved, and Ms. Hodge seconded the motion that the schedule of billing, requisitions, and change orders for September 2018 be approved as presented. The motion carried by a unanimous vote of Council.

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Mr. Krovic requested Council considers a resolution to cut down on the excessive use of the Fire Department parking area as a cut-through from Franklin Brown Avenue to Front Street. He asked for a resolution to eliminate that path by fencing it off and making U-turns legal on the ramp. President Proctor noted that the request was listed on the agenda for discussion later in the meeting. It will be discussed at that time.

Police Department (Written Report)

Codes Department (Written Report)

Public Works (Written Statistical Reports)

Parks and Recreation Committee (Oral Report)

Ms. Woods announced that the Committee will meet October 17th at 6:00 p.m.

NEDC Committee (Oral Report)

Mr. Segina announced that the Committee will meet October 23rd at 6:30 p.m.

Stormwater Committee (Oral Update) – no report

Mayor's Report (Oral Report) – absent, no report

Borough Manager's Report (Oral Report) – no report

Mr. Krovic moved that the Department Reports be accepted as presented. Ms. Woods seconded the motion which was adopted unanimously.

Presentations:

Kevin Sidella, National Salesman for Property Registration Champions, LLC, also known as Pro Champs. The company is a property registration company that has been working with Steelton since 2012. The company has been in charge of registering defaulted properties within the Borough. So far, they have registered 245 properties. The company makes money by keeping \$100.00 and giving the Borough \$200.00 for every successful registration. The program provides direct contact information with the person responsible for the property. The Borough was the third community in Pennsylvania to use the program, right now, there are 40 communities in PA, and they are working with 200 cities nationwide. With the experience they have gotten since they began, there are some things they have learned and recommend updates. However what they are asking for at this time is for Steelton Borough to renew the contract for one year. \$24,000.00 has been collected by the Borough since 2012. The company has noted that in some cases no follow-up has been done with those properties, some are still sitting vacant, some have changed ownership, and there are possibly other changes that have occurred about which the Borough has no knowledge. The company is recommending that the ordinance is amended to require registration every six months to ensure all information regarding the person responsible is the same or has been changed. A fee is paid each time the property is registered. Amended ordinances have been made in Lower Paxton and Harrisburg, both of which have benefitted from the new process. Mr. Heefner asked what happens if the company goes to re-register the property and the home has not been sold to an individual but has a new owner. Mr. Sidella responded that they have an extensive database where they can locate the person if the responsible party has changed. They will continue to register the property until it is sold. Once sold, they will stop all contact with the property owner. *Ms. Hodge moved to approve Amendment #3 to the Agreement to extend until November 18, 2018. She also proposed that during the expanded period that an amendment to the present Ordinance is prepared for approval. Mr. Heefner seconded the motion, which was approved by a unanimous vote of Council.*

Carlene Ramone, North 17th Street, Harrisburg, PA. Ms. Ramone was hoping to hear what the Council planned to include in the request for a County Tourism Grant. She owns an online tourism business, and she had spoken with Mayor Acri about attracting tourism in the Borough. Ms. Ramone requested permission to develop a tourism plan about the Skate Park and use that as a means of obtaining grant funds for the Borough. She thought that the installation of inside restrooms would be a good use of grant funds. Mr. Proctor stated that central restroom facilities were not a part of the plan for that area hoping to help curtail illegal activities. However, there has been a discussion of placing an A-frame building in the area that could possibly become a community center. President Proctor referred Ms. Ramone to the NEDC Committee which will meet in Council Chambers at 6:30 October 23rd for further discussion and planning.

Communication:

Ms. Joe Anne Little submitted a letter and her resume for consideration for an appointment to the Zoning Hearing Board.

Neighborhood Dispute Settlement (325 Peffer Street, Harrisburg, PA, 717.233.8155, www.disputesettlement.us) shared a copy of their 2018 Fall Newsletter. The Mission of the Neighborhood Dispute Settlement (NDS) is a community-based mediation center that seeks to promote and provide conflict resolution solutions through training, education, and direct services. The Newsletter contains stories of the impact the organization has had on the community and other community news.

The Dauphin County Tax Assessment Office sent Notice of Change in Assessment on four properties: 331 S. 3rd Street; 102 Felton Street; 2146 S. 2nd Street, and 599 Bessemer Street.

Dauphin County Department of Community & Economic Development announced that because they only received \$1,426,875.00 in Community Development Block Grant funds this year and is unable to fund the Steelton Borough Codes Enforcement Project this year. The Borough was encouraged to include the request in the Fiscal Year 2019 grant application.

Mayor Maria Marcinko submitted a report of the October 7, 2018, Fire Committee Meeting. The points made were:

1. “UGI Propane Leak money: It was the Department’s understanding that after all factions (Police, Public Works, etc.) were reimbursed for expenses any additional money would come to the Fire Department. Chief said, except for the \$10,000.00 donation from UGI that went directly to the new truck, they have received no reimbursement monies. They would like to know where their money is.
2. At the Fire Company Meeting, there was much discussion regarding the lack of donations to the Fire Company that they relied on in the past. i.e., Durabond, Arcelor Mittal, etc. The company believes they are being "cut out" of the donation process. Chief believes that Durabond stated they would give the FD \$10,000.00. Maybe Doug can shed some light on that.
3. FYI – Due to the excessive use of the Fire Department parking area as a "cut through," the Department has voted to fence off the opening on the Frank Brown Blvd. side. This will be in the form of a gate that can be opened for special events at the Department, like Election Day, etc. I witnessed last night someone making a U-turn on the ramp and chief said it happens many times a day. I will talk with Chief Minium about this and if there is anything that the PD can do to prevent it.
4. Fireman’s Relief: The amount that will be coming from Fireman’s Relief this year will be less. It is my understanding that a good portion of this pays for the Insurances of the Department, like Workman’s Comp. Chief said they will not be giving the Borough as much as they usually do. He said he did state this in his Budget Meeting earlier this year. This is just an FYI to the Committee. I am sure Mike Segina and Doug can address this if you have questions.
5. As a sidebar to the conversation about Fireman's Relief, I questioned Chief about his budget, and he told me that last year there were a few items out his budget that he did not know about... 1. Vehicle Maintenance 2. Communications... so it looks like he is over budget on those items. He did not know how they were deleted but believes it is corrected this year unless it gets taken out in the end.
6. There was some discussion on the Truck Fund account, which is something Chief Butts developed in the 80’s. Chief said he would talk to Doug about this. I understand his concerns that came out of the Company meeting and hope that this can be resolved expeditiously.

The Fire Department not only needs volunteers, it needs money. They are limited on their fund raising abilities. They can only have so many fundraisers each year. We are required, by the constitution, to provide fire service. Up until this time, we never had to worry about funding but with the increase in the expenses, for services, you would have to raise taxes!”

The Steelton Economic Development Corporation executed a sales agreement between SEDC and Integrated Development Partners for Purchase of North Front Street Redevelopment Properties.

President Proctor read the Certificate of Recognition from the Dauphin County Commissioners Recognition of Steelton Fire Department. A copy of the Certificate is attached to this document.

Samantha Willis shared an update on the Utility Service Partners, Inc. Service Line Warranty Program. As of October 4, 2018, over Steelton 400 residents signed up for the program. Also, there are almost 600 policies in Steelton, with Steelton providing one of the best responses the company has seen. There have been seven claims submitted and a savings of \$5,000.00 by residents.

Pennsylvania Department of Transportation (PennDot) sent a memorandum outlining the responsibilities for traffic control devices and signage between PennDot and Municipalities.

Mr. Segina had a few items of concerns from the Finance Committee's point of view. He was pleasantly surprised for the first time since he's been on Council that several tax assessments were increased. On the other hand, there was disappointment with the County DCED's decision not to fund the Codes Office Project this year. It will come up as a punch item for the upcoming budget meeting which is about \$ 50,000.00 that will have to be worked into the budget this year.

Unfinished Business:

Mr. Wion reminded Council of the discussion held at the last meeting regarding the amendment of Code of the Borough changing the language of the drug law to include "possession with intent to deliver." At that meeting, Council voted to publish the proposed change to the Ordinance. At this time, he is requesting that Council take action on the Ordinance. Ms. Hodge asked Mr. Wion to confirm her understanding that the only change to the ordinance will be "possession with intent to deliver." Mr. Wion confirmed her understanding of the change. *Ms. Hodge recommended that Ordinance No. 2018-02 Amending the Code of the Borough of Steelton, Pennsylvania, Chapter 49, "Conduct", Article V, "Drug Paraphernalia", Section 72 "Conduct Prohibited", Subsection A. by Replacing §49-72.A. to Make it an Additional Violation For Any Person To Possess With Intent To Deliver Drug Paraphernalia. Mr. Segina seconded the motion which passed by a unanimous vote of Council.*

Mr. Wion introduced an ordinance that stemmed from a statute adopted by the Commonwealth regarding fire insurance proceeds. The Statue tells the fire insurance company that they cannot pay fire insurance on a structure that burned within the Borough if the amount that is recoverable for the fire loss is determined to be, under all insurance that covers the property, over \$7,500.00. The insurance company can pay over that amount if there is a certificate provided by the tax collector that states all delinquent taxes, fines, assessments, and penalties have been paid. The Borough claim includes all claims and expenses the Borough entailed in protecting the property (i.e., boarding up the property). The funds are placed in escrow until all Borough funds have been distributed, then the remainder is given to the property owner. Ms. Segina added that taxes, back water bills, back sewer bills, fees, and fines are included in the Borough payment. Also, \$ 2,000.00 of every \$15,000.00 will be placed in an escrow account to be used by the Borough to demolish or repair the property, if the property owner abandoned the property. *Mr. Segina moved that Council approve Ordinance No. 2018-03, An Ordinance of the Borough of Steelton, Dauphin County, Pennsylvania, Amending the Code of the Borough of Steelton,*

Pennsylvania, by Adding Thereto a New Chapter 59 Entitled “Fire Insurance Proceeds Escrow” to Create Provisions for the Use of Fire Insurance Proceeds, Limits of Liability, Reservation of Insurance Company Rights, Construction of the Chapter, Reasonable Municipal Fees, Notification of Pennsylvania Department of Community and Economic Development (DCED) and Penalties for Violation of the Ordinance. Ms. Woods seconded the motion which passed by a unanimous vote of Council.

Mr. Wion presented information about Direct Energy, which currently provides the electrical needs of the Borough. He stated that the agreement ends June 30, 2019. The company that brokers the Borough’s energy services, APPI Energy, recommends the Borough enter a deal with Talent Energy whose contract period would begin July 2019 and run for five years. Currently, APPI advises that the fixed rate offered by Talent Energy is reasonable. Mr. Wion, Mr. Brown, Mr. Segina and Mr. Efferton, APPI representative, met to discuss the issue. The agreement was reviewed at that meeting, and Mr. Wion made the necessary changes. Mr. Segina quoted the significant savings the Borough will make by reducing the cost of electricity, including the fact that currently, the price for street lights is \$150,000.00 per year. Essentially the agreement will make the cost of electricity for the Borough \$.049 per kilowatt, which is about \$.01 per kilowatt lower than what is currently being paid. This rate will be locked in for five years. *Ms. Hodge moved that Council approve the agreement with Talent Energy, effective July 1, 2019. Mr. Segina seconded the motion which was passed unanimously by Council.*

Ms. Hodge informed Council that Mr. Brown met with the Senior Center and the decision was to move forward with the computer training project that has been on hold. The internet training is possible because Comcast donated 20 laptop computers, and the Center received a \$10,000 grant for internet and internet security training. She stated that the dates and times for the Senior Citizen computer training are yet to be determined and will be announced as soon as possible. Ms. Hodge also reported that there has been no response from the citizenry regarding filling the two vacant Steelton Community Development Fund positions.

New Business:

Mr. Wion reminded Council that on August 21, 2017, it passed an Ordinance authorizing a general obligation note for \$630,000.00 for the acquisition of the Fire Truck. Funds for the project were obtained from MidPenn Bank. Recently, there have been meetings with the bank to get a payment schedule more appropriate for the Borough, and the bank has agreed to modify the agreement. Mr. Wion recommended that Council adopt the Resolution, wherein the only change to the document is the revision of the payment schedule. President Proctor asked for clarification of what the difference in payment schedule would resolve. Mr. Wion stated that he understands that the change will reduce the number of payments made to the bank. Mr. Wion was not involved in the negotiations; however, the Bonds Council reviewed and approved the changes. It is noted, that the timeframe for repayment of the loan will be reduced because of a pre-payment. Following discussion, at the President’s request, action on Resolution-R-2018-19 was tabled pending a review by the Finance Committee.

Mr. Segina’s request to Council for relief on sewer billings Nick Carter, 2213 S. Front St. was tabled.

Mr. Segina presented a request to Council for sewer billing relief from Ryan Maxwell, 422 Cameron Street. Council discussed the issue at great length. *Mr. Heefner moved, and Mr. Segina seconded the motion that Ms. Maxwell not be granted relief on her sewer bill. The motion passed by a 5-1 vote with Ms. Hodge casting the “nay” vote.*

Mr. Segina discussed the request from Mayor Marcinko that a section of Second Street is closed October 24, 2018, for the Parish "Trunk or Treat" event. The street would be closed from 5:30 – 7:30 p.m. and limited to space directly in front of the Prince of Peace Parrish. *Mr. Segina moved that Second Street be closed for two hours to allow the Prince of Peace Parrish to hold a "Trunk or Treat" event for children in the community. Ms. Hodge seconded the motion which was passed by a unanimous vote of Council.*

Chief Vance explained that there is a lot of traffic coming to and from Frank Brown Boulevard through the Fire House property. He is concerned that someone will get hurt if they come through there when a fire truck is going out on a call. He is asking that a rolling fence is located on the Front Street side of the Fire House to discourage traffic in that area. *Mr. Segina moved that Council approve sectioning off the parking area of the Fire House, provided the Borough Manager accepts the design of the fence. Ms. Hodge seconded the motion which passed by a unanimous vote of Council.*

Mr. Segina presented the request that contract developed between the auditors, Zelenkofske Axelrod and Steelton Borough be extended for one year. He suggests that since the issue has not been discussed with the Finance Committee, acting on the request be tabled until a review and recommendation from the Finance Committee is presented to Council.

Public Comments:

Richard Schultheisz, 17 South Third Street – expressed concern about the codes regarding trash service. Mr. Schultheisz stated that persons have to have a lid on their trash can. He understands that and has bought tops twice, but for some reason, they are being removed. He is asking for relief from that requirement for himself and others who are experiencing the extra cost and inconvenience of continually replacing trash can lids. He understands why trash bags are unacceptable, however, he only uses trash bags once or twice a year when he trims his hedge or flowers. He asked if he has to purchase a lidded trash can for that. There is a small garbage truck that comes through the alley to pick up the trash in that area. It is not large enough to pick up a big can, and he is not strong enough to lift one if he had one. His second concern is about the amount of littering done by children leaving the corner store. He speaks to them, but they ignore him and continue to litter. President Proctor announced that Mr. Brown was working with the school to develop a Stop Littering Program. Mr. Proctor suggested that Mr. Schultheisz meet with Mr. Curry or his staff to discuss the issue and perhaps they could surveil the trash truck to determine precisely how the trash company is handling trash in that area. He also noted that the trash truck drivers meet between 7:00 – 7:15 with their supervisor to line out the day. Perhaps Mr. Curry could talk with them at that time. Mr. Segina noted that the plastic bags must for in the trash can. He also noted that recycling cans are available at the Frederick Douglas Borough Hall for \$16.00.

Council Concerns:

Neither Ms. Woods, Mr. Krovic nor Ms. Hodge had other concerns, but each thanked persons for attending the meeting.

Mr. Segina noted that there were two applicants interested in becoming members of the Zoning Hearing Board. He expressed concern that the persons who fill the positions are committed and knowledgeable since they have the authority to override ordinances. He recommended that the candidates go through an interview process before being placed on the Board.

President Proctor thanked persons for attending the meeting and apologized for Council seeming a little confused at the meeting. He thanked Council for excusing him for the last two meeting, thanked Mr. Segina for assuming his role as Vice President and the Council for cooperating with him as he conducted the meetings in Mr. Proctor's absence.

At 7:40 p.m. Mr. Segina moved, and Mr. Krovic seconded that Council moves into Executive Session to discuss personnel and legal matters. The motion carried, and the public meeting was closed.

Council meeting resumed at 7:50 p.m.

Ms. Hodge presented the Personnel Committee's recommendation that the Council accepts the resignation of Michael Hays from Highway Laborer Position. Mr. Segina moved that the resignation is accepted, Mr. Krovic seconded the motion, and it passed a unanimous vote of Council.

Mr. Segina moved the meeting be adjourned. Ms. Hodge seconded the motion, and by acclamation of Council, the session of the Steelton Pennsylvania Borough Council Meeting adjourned at 7:51 p.m.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda

November 5, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meeting: October 01, 2018
October 15, 2018

Public Comment on Agenda Items only:

Presentation:

Mr. Dan Kaldas, HRG, Inc. October 2018 Engineer's Report

Communication:

Deeper Life Bible Church	Thank You to Borough
Open Door Evangelical Ministry	Thank You to Borough
Humane Society of Greater Harrisburg	Invitation to Gala and Auction
Robert Stout, Dauphin County EMA	Notice of ACT 147 Awards
Mr. James Fearn	LERTA/IDRPTEA Application for Improvements to 598 Lincoln Street
Pennsylvania DEP	Surface Mining Permit for HARSCO
Dauphin County DCEDC	Notice of CDBG Award for Locust Street Retaining Wall Project - \$68,844.
Dauphin County DCEDC	Notice of Local Share Grant Application Hearing
PENNDOT	Notice of Highway Resurfacing Project on Front Street
Caldwell and Kearns PC	Notice to PA-DCED of Ordinance 2018-03 – Fire Escrow Ordinance
Jen Morrison	Youth Councilperson Recommendation – Olivia Palermo

Unfinished Business:

Mr. Segina/ Mr. Wion

RESOLUTION 2018-R-
RESOLUTION APPOINTING
INDEPENDENT AUDITOR FOR
FISCAL YEAR 2018

Mr. Wion

Resolution 2018-R-__ Approving
First Note Modification Agreement

Mr. Brown

Update on North Front Street
Redevelopment and Adams Street
Projects

New Business:

Mr. Segina

Finance Committee
Recommendation: Approval to Lay
General Fund Budget before Public
for 30 Days

Mr. Segina

Finance Committee
Recommendation: Approval to Lay
Sewer Fund Budget before Public for
30 Days

Mr. Segina

Planned Meeting to Discuss
Collection of Delinquent Real Estate
Taxes through Portnoff Associates

Mr. Brown

Update on Expiring Terms for Boards
and Commissions at End of 2018

Mr. Wion

Approval of 2019 Humane Society
Municipal Domestic Animal
Protective Services Agreement

Mr. Segina

RESOLUTION 2018 – R -
RESOLUTION ADOPTING THE
BOROUGH OF STEELTON
POLICY FOR CANINE (K-9) UNIT
FUNDING

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Mr. Brown

Authorization for Mr. Brown to Hire Replacement to Fill Vacancy in Highway Department with Approval of Personnel Committee

Mr. Brown

Authorization for Mr. Brown to Hire Replacement to Fill Vacancy in Water Operator Plant with Approval of Personnel Committee

Other Business:

Adjournment:

Steelton Borough Council Meeting Minutes

November 5, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
Kelly Kratzer
William Krovic
Natashia Woods

Dave Wion, Solicitor
Doug Brown, Borough Manager
Aaron Curry – Codes Department
Anthony Minium, Chief - Police Dept.
Eugene Vance, Chief – Fire Dept
Thommie Leggett-Robinson, Exec. Asst.
Dan Kaldas HRG
Matt Cichy, HRG

Absent with Cause: Mayor Maria Marcinko; Nicholas Neidlinger has been removed as Junior Councilperson because he is attending college out of town.

President Proctor called the meeting to order at 6:30 p.m. after which he led the body in the Pledge of Allegiance and a Moment of Silence.

Council reviewed the minutes from the October 01, 2018 and October 15, 2018. Mr. Heefner noted that the discussion regarding Ms. Maxwell's request for relief from her sewer bill was not recorded in detail. Mr. Proctor explained that the minutes stated that the issue was discussed and the outcome of the discussion, which is sufficient documentation of what occurred. Ms. Heefner requested that in the future, more detailed information be included in the minutes. Mr. Heefner moved and Ms. Hodge seconded the motion that the minutes be approved as presented. The motion was passed by a unanimous vote of Council.

There were no public comments on agenda items.

Mr. Dan Kaldas, from HRG, Inc. presented the October 2018 Engineer's Report. The highlights of the report are:

- ✓ **Franklin Brown Boulevard Townhomes ZHB and Final Subdivision /Land Development Plan** – There has been no change in the HRG status. Their work is completed and they are on call as an additional resource if necessary.
- ✓ **Sanitary Sewer & Water System Valuation** – There is no change in HRG's status on this project. Their work is completed and they are available if additional resources are needed.
- ✓ **2019 Roadway Improvement Project** – The project is scheduled to begin in the Spring of 2019. Since there was no response to the Request for Proposal advertised earlier this year, the request will be placed out again early in 2019.
- ✓ **Blueberry Alley Emergency Repair** – The contractor, Detraglia Evacuation Company, has completed the project.
- ✓ **Capital Improvement Projects – Projects identified for 2019 are:**
 - Hoffer Street Pump Station
 - CIPP Lining 3rd Street and 7th Streets
 - Pump-Station Monitoring Equipment

- Storm Sewer:
 - Storm sewer relocation from Locust to Trewick for Front Street Redevelopment.
 - Complete the replacement system from the emergency repair
- Parks:
 - Steelton Skate Park Phase II.

Mr. Heefner stated that he would like to have a meeting regarding the upgrades because he does not approve of all of them. He is concerned that his suggestions about the grant monies be drafted for infrastructure, paving, and fixing the Locust Street Steps has not been done. A lot of the grant money could be used for upgrading some of those projects. With the Council President's permission, he would like to sit down with HRG and the Borough and go over the upgrades. Mr. Proctor pointed out that the Borough had received grant money specifically for the Locust Street Steps Project and grant money was requested to complete that project. The Locust Street Steps Project is important to complete because Habitat for Humanities is rehabilitating the houses located next to the steps with the purpose of selling them. Having that project completed will improve the overall project. Mr. Heefner noted that the concrete steps are cracked, and the safety rails broken. Mr. Proctor asked if that was something that could be repaired by the Department of Public Works. Mr. Heefner responded that it is possible for the Department to repair the handrails, however the concrete work needs to be completed by a contractor. Mr. Proctor asked how much the proposal for the Hoffer Pump Station Proposal will cost. Mr. Cichy responded that the cost is \$119,200.00. Mr. Heefner asked if that would include the new pumps. Mr. Cichy responded that the proposal was the basic design and offered to go into detail regarding the proposal. Mr. Heefner asked that the design include the installation of vertical pumps rather than horizontal pumps because the horizontal pumps require that they be pulled every time there is high water. He further requested that the cost of the vertical pumps be included in the final report. The President called for action on the Engineer's Report. Mr. Heefner apologized for the interruption stating that he was trying to catch up from his absence. *Ms. Hodge moved and Mr. Krovic seconded the motion that the Engineer's Report be accepted as presented. The motion passed by a unanimous vote of Council.*

Mr. Segina asked when the 2019 Roadway Improvement Project should be placed out for bid. Mr. Kaldas stated that he would like seek authorization to advertise for bids in early 2019. He thinks the proposals should be completed in December so it will be ready to be placed out for bid for January, 2019. Ms. Hodge asked if there would be any companies that would bid in January. Mr. Kaldas explained that January is the beginning of the new bidding season. *Mr. Segina moved and Mr. Heefner seconded that HRG be authorized to prepare and post the Request for Proposals for the Road Repair Project in January, 2019. The motion passed by a unanimous vote of Council.*

Mr. Cichy came forward to discuss the Hoffer Street Pump Station Project. His review of the project included the following information: the Hoffer Street Pump Station, which was constructed in early 1960's and updated in 1994, is located along Front Street, near Hoffer Street intersection. It consists of three pumps which are located two stories down below grade. The Station handles the flow inclusive of Steelton Borough from the East End to about Pine Street. From that station the flow goes to the Trewick Station, after which it goes to the Capital Region Pump Plant. Since the last renovation was almost 25 years ago, there are substantial problems with the function of the Station, the largest of which is the difficulty staff is having maintaining the Station. Finding spare parts for replacement of broken parts is difficult, which causes a problem with the repair of broken equipment. This fact shows that the equipment is obsolete and needs to be replaced. In addition, because of the large flow that goes through the station causing three pumps to run, by definition, the Station is overloaded. Being overloaded has

been a particular issue with the increased wet weather the area has experienced. The Five-Year Capital Improvement Plan includes working on the Station to bring it up- to- date and place it in a position to efficiently handle the flow. The plan includes replacing the pumps, installing a generator (since at this point if there is a power outage the system cannot work), working on the wet well where sewage is stored until it is processed, installing the electrical base for and installing an alarm control system, installing a new roof, adding HVAC and other items that will make the Station an up-to-date operational system that will meet the needs of the Borough. Mr. Cichy stated that the basic design cost for the Hoffer Street Project is \$119,200.00. Mr. Cichy stated that HRG is requesting temporary flow monitoring at the pump station to determine the actual flow handled and exactly what the design should entail. He noted, that the Felton Street Pump Station flows through the Hoffer Street Station, and there need to be an assessment of that flow as well. Upon a question from Mr. Heefner regarding the flow monitoring of the Swatara Township flow into the Borough system, Mr. Cichy stated that project will not interfere with the flow study they propose. Mr. Cichy continued to explain the technicalities of the proposal and stated that the flow study would be performed between March and May 2019. The facts gathered during the flow studies will comprise the basis for work to be completed on the Hoffer Street Station and other Stations in the future. He stated that the work would be completed in phases. Mr. Heefner asked if there is grant money available to help defray the cost of the project. Mr. Cichy stated that HRG would look at their resources to determine if any grant monies were available. Following the discussion and review of the projected budget, *Mr. Krovic moved and Mr. Heefner seconded the motion that the Agreement for Professional Services for the Hoffer Street Pump Project for a cost of \$119,200.00 be approved. The motion carried by a unanimous vote of Council.*

Communication:

Deeper Life Bible Church sent a Thank You note to the Borough. “Thank you for your time and the effort you have put towards the success of our Prayer Praise Preach Event. We truly appreciate it!”

Open Door Evangelical Ministry sent a Thank You note to the Parks & Recreation Department. “Ephesians: 1: 15-16. Blessings Always to Everyone.” Carlene Rameau.

Humane Society of Greater Harrisburg sent an Invitation to Gala and Auction scheduled for November 17, 2018 at the Sheraton Harrisburg-Hershey Hotel. The tax deductible were \$120.00 per person.

Robert Stout, Dauphin County Emergency Management Agency provided notice of ACT 147 Awards. Steelton Borough requested \$2,388.00 and was approved for \$ 1,500.00.

The Dauphin County Conservation District and PAA Department of Environmental Protection sent a notice regarding a MS4 Workshop scheduled for November 14, 2018 in the Auditorium of the Dauphin County Agriculture & Natural Resources Center at 1451 Peters Mountain, Dauphin, PA. The workshop will be held from 1:00 – 3:0 p.m.

Mr. James Fearn submitted a LERTA/IDRPTEA Application for Improvements made to 598 Lincoln Street. Mr. Chris Koberlein from Kobe, LP submitted a LERTA/IDRPTEA Application for improvements made to 181, 183, 185 South Front Street. The applications will be considered when the Borough receives the compliance certificates.

The Pennsylvania Department of Environmental Protection sent a notice that it has approved a General Permit for Stormwater Associated with Mining at Harsco Corporation’s Heckett Multiserve Plant in Lower Swatara Township and Steelton Borough to address the handling and containment of runoff

within this site. There shall be no point-source discharge of water from the area authorized by the permit.

Dauphin County Department of Community and Economic Development Corporation (DCEDC) notified the Borough that it has been awarded \$68, 8443.00 for Locust Street Retaining Wall Project.

Dauphin County DCEDC notified the Borough that hearings for of 2018-2019 Local Share Grant Application will be held November 5, 2018 at their offices, located at 112 Market Street, 7th Floor, starting at 8:30 p.m.

Dauphin County Department of Public Safety provided a copy of the Introduction to NG-911 training book was available on line. The book includes the presentation slides used at the workshop, the County Guide to Civic Addressing. Annual 911 Statistics Report, and contact information for GIS service providers.

PENNDOT notified the Borough that the highway maintenance resurfacing project, from Chambers Street to Tioga Avenue, has been schedule/ Improvements will improve rideability and extend the life of the pavement. The work will include base repair, milling, pavement overlay, drainage updates, guiderail replacement, curb cut ramp improvements, and dinging and pavement markings. Construction is estimated to begin Fall 2019.

Caldwell and Kearns PC provided a copy of the letter sent to the PA Department of Community & Economic Development indicating that it has filed a copy of Ordinance 2018-03 – Fire Escrow Ordinance. The filing of the Ordinance brings the Borough into compliance with the Insurance Company Law of 1921.

Ms. Jen Morrison sent a letter recommending Olivia Palermo for the vacant Youth Councilperson position.

Unfinished Business:

The President of Council announced that everything listed on the agenda concerning Mr. Segina is tabled.

Mr. Segina made a brief Finance Committee report. The Finance Committee would like Council to consider hiring Portnoff Law Associates, LTD. to assist the Borough is collecting delinquent property taxes beginning with the delinquencies for 2018. The information has been presented to Council and the Finance Committee requests that Council a special meeting November 14, 2018 to discuss this alternative method of collecting taxes. Secondly, the Finance Committee would like to delay the review and discussion of the General and Sewer Budgets until they have one last review as a Committee. Mr. Heefner sought to clarify the process by stating, that normally after the Finance Committee is done, Council reviews the budget, adds or subtracts, and then the budget is laid before of the public. Mr. Segina stated that the Council has the budget, however the Committee is asking for another week to have an opportunity to review it again before bringing it to Council and laying it before the public for review. *Ms. Hodge moved that there be a Special Public Meeting held at 7:00 p.m. in Council Chambers November 14, 2018. At the meeting the Finance Committee's recommendation for the engagement of the Portnoff Law Associates, LTD to collect delinquent real estate taxes and a review and discussion of the proposed General and Sewage Budget will be held. Ms. Kratzer seconded the motion which passed by a unanimous vote of Council.*

President Proctor announced that at this time Council will recess into an Executive Session to discuss personnel issues. Ms. Hodge moved and Mr. Krovic seconded the motion that Council move into Executive Session.

At that time, and prior to Council recessing into Executive Session, Chief Minium asked permission to discuss the pending Resolution regarding the future funding of the Canine Unit. President Proctor reminded him that action on the Resolution was tabled. Chief Minium concurred that the issue had been tabled, however, he stated that there were two Officers present and the Master Canine Instructor said the proposed Resolution is affecting them because there has never been a Resolution in the 62 years of having Canine Programs from anyone in the area. Chief stated that there is fear that the program will be shut down and for transparency reasons, he is asking that Council discuss this matter in order to allow the Officers to know that the intent is not to shut the program down. President Proctor stated that there is no desire to shut down the Canine Program. He further stated that if that were the case, Council would never have voted to start the program. He continued to state that at issue was how the second dog was obtained, how the four hours of comp time was determined without the knowledge of the Personnel Committee, and finally persons sending letters to Borough's Labor Attorney, Mike Miller, requesting that he review agreements. Those actions precipitated the concerns. He stated that Chief and Mr. Segina were working through the issue. President Proctor reiterated that the intention is not to shut down the program because Council thinks it is a great program. Chief Minium asked the Officers present if they accepted the explanation from the Council President, stating that the Officers showed up out of concern about the continuation or closure of the program. President Proctor stated that he thought Mr. Segina put the Resolution together to protect the Borough from liability, which has nothing to do with shutting down the program. Chief Minium asked if there was a way that he could attend one of the meetings so that he could be clear about process. He stated that the Canine Program was a police issue so he went to the Labor Attorney and showed Mr. Segina that his first letter to Mr. Miller was written in March and there is still no Resolution. The Resolution Mr. Miller presented to Chief was not what the Police Department gave to him. He stated that he also showed that Resolution to Mr. Segina. Chief Minium stated that the communication problem is not just between the Police Department and Council, but also between the Department and Counsel. Chief expressed his desire to ensure that all parties are on the same page, thereby ensuring that the persons who are receiving training and the person who is doing the training are not thinking the training will be in vain and the program will be discontinued. President Proctor again stated that it was no the intention of the Resolution nor was Council thinking of folding the program.

Chief Minium asked if Department Heads would be invited to the Finance Committee meeting to review line budget items as was done in the past.

Ms. Hodge stated that she thought the issue was a lack of communication. She thinks the parties have not figured out how to work together through whatever. She stated that she did not think that anyone was trying to stop the program or become the second Chief or kick out Department Heads from what had been done in the past practices. In order to understand each Department's budgets the Finance Committee will meet with the Department Heads to their budget. Mr. Segina stated that he would talk with Mr. Brown, noting that the Finance Committee would probably have to meet several times during the week in order to meet with the Department Heads. President Procter noted that the Finance Committee did hold Budget meetings and nobody attended the meetings. Mr. Segina stated that the Committee held three publicly advertised meetings where the Committee went over the budget. Ms. Kratzer asked if the Committee met with Department Heads. Mr. Segina stated that Mr. Brown and Ms. Paul met with the Department Heads and the information was reported to the Committee. Chief Minium stated that in the past the Department Heads met with Mr. Brown and Ms. Paul and they would review

the budget and make their changes. The following week the Department Heads would meet with the Finance Committee and review the budgets by line items with everybody; then the proposed budgets would be presented to Council. In the past, Department Heads were notified what time to be at the Financial Committee meeting because some of them can take a lengthy amount of time and they did not want to have everybody waiting around at one time. Also, some of the meetings were double booked with other meetings, such as the Police Committee meeting, Mr. Wion was present and he and Mr. Wion were going back and forth between meetings. Chief stated that there was a need to work better next year, acknowledging that everyone was on the same page and would like to move forward. Chief Minium also stated that he would like to be a part of the Special Council Meeting in case there were any questions. Mr. Segina, again, stated that he would talk with Mr. Brown about setting something up between the Department Heads and the Finance Committee. Mr. Heefner stated that in the past Department Heads sat with the Finance Committee and Ms. Paul was in charge of that committee. Public Works attended the meeting sat there and went over the budget. Chief stated that Mr. Heefner's statement was correct. Mr. Heefner continued that then the budget went to Council which voted on it then it went out for public review. Mr. Heefner stated that "somebody decided to do the budget without input, thank God that they were going back to do it the correct way". Mr. Segina stated that that was fine. Chief Minium thanked Council for allowing him to speak.

President Proctor requested a motion to move into Executive Session. Ms. Hodge moved that Council move into Executive Session.

Before the body could move into Executive Session, Mr. Heefner asked the President if he could ask a question. The President agreed to hear the question. Mr. Heefner stated that he was confused about the Canine Program and why an Ordinance was needed. He stated that in conversation with Chief Minium, it was a program that the Department instituted, they got all the money donated, food, etc. In two years, if something happens to the Chief and the Department does not keep the program up Council can just vote not to fund it. He does not understand why it was necessary to make a law. President Proctor asked Mr. Wion to respond to the question. Chief Minium added that this was the same question that the Officers, including those from neighboring jurisdictions, and Mr. Castle had since none of them had ever heard of a Resolution to mandate something that could be dealt with at a Financial Committee or at budget time. Chief stated that when he provided a copy of the Department budget to all Council members at this meeting, it also includes the cost of the vehicles if there was no canine program, because the Department did not add a vehicle, although an updated vehicle was added to the fleet. He stated that the Borough was actually saving money with a take-home vehicle, which can be seen in the breakdown of the budget.

Mr. Wion stated that the procedure the Borough uses to do something is directed by the Council, to some extent with his input, if it involves a legal matter. However, what other municipalities do is up to the other municipality, how and whether they decide to do it is irrelevant to how the Borough does it. The procedure used by Steelton was that Council passed and approved the agreement to purchase the first dog, which is an executed, valid contract with canine. The Borough did the same thing with the second contract, which is a valid contract approved by Council. The acquisition of the dogs was completed. The presentations were made that the first officer would be trained to handle that particular dog. The second dog was handled in the same process. As a part of the concept, because they are Officers and subject to the collective bargaining agreement, it was felt that there ought to be some recognition by the Teamsters, the officers, and the Borough that the officers were going to operate and how they were going to operate within the confines of the contract, so there was no issue later on that the labor contract was being violated or, because it is semi outside of what the labor contract normally

deals with, that it would be put into an agreement. The agreement was prepared by Labor Counsel because that is his area of expertise. Whether Labor Counsel had all of the information supplied to him that he should have, Mr. Wion does not know because he was not involved with that process. If in fact there were going to be some matters that he felt that Mr. Wion should be there to ensure compliance with the federal and state laws regarding collective bargaining, it was Mr. Wion's understanding that it was introduced into the agreement that was presented at the last meeting for Council to consider. Council looked at it and saw some issues that needed to be clarified. It is also Mr. Wion's understanding, he was present for all the meetings except the one with labor counsel, that the impression that was given was that the dogs and the officers would not cost the Borough any taxpayer dollars. Chief Minium stated, for the purchase of it. Mr. Wion stated, no, the impression was that the Borough would not have to pay anything in regards to the program. That is what the Resolution was intended to put on the record and that is what the Resolution says. It also says that if the Borough has to spend tax dollars the Borough can terminate the program. The Resolution reflects the impression Council was given about the program, but at any time it could be changed. If there is any time that taxpayer money has to be used to finance the program, it does not mean that the program will be terminated, because Council can change the Resolution. Mr. Wion stated, that he thought there would be two things on the agenda for this meeting. One was the agreement talked about before because that was tabled and secondly the Resolution to indicate on the record the Council's understanding of the program. If that is incorrect, it can be changed. But because some other municipality does things in a different manner is irrelevant to what Steelton is doing.

Chief Minium stated that he understood, and stated that because there are persons who have volunteered their time, have put in a lot of time, and have earned a lot of money the Borough is sending the wrong message, especially when Steelton is the only municipality that is making a Resolution. He understands that it doesn't matter what anyone else does. Chief Minium asked who was recommending the Resolution. Mr. Segina acknowledged that the Resolution came from him. Chief Minium stated that Mr. Segina's email stated that Mr. Wion wanted the Resolution. Mr. Segina stated that he discussed the issue that the agreement was something that seemed to be beyond the understanding Council had, and asked for direction. At that time, Mr. Wion stated that there should be something put in writing. Chief Minium stated that people think Mr. Segina has a problem with the program and wants to shut it down. Mr. Segina stated that the issues had already been discussed and he was unsure why they were having the discussion at this point. Chief Minium stated that it was for transparency purposes since there were two officers who are thinking the program is going to be shut down even though he has told them numerous times that it was not being shut down. Yet there are issues and a Resolution coming from Council.

Ms. Hodge asked why this such a contentious issue. A part of the conversation started with a labor attorney got questions about a contract and compensatory time. That information alone places Council in a position to want to protect the entity. Ms. Hodge stated that she had not heard any of this information prior to this meeting. By going to the labor attorney on the Council, Chief Minium placed Council in a difficult position. There was a real lack of communication. Chief asked what he was supposed to do. He thought if there was a labor question that he should go to the labor attorney. Ms. Hodge stated that she is the chair of personnel and knew nothing about any of it. She stated that she, personally, supports the canine program and is not against the police. She further stated, for the record, that she does not know what is going on.

Chief Minium stated that he does not know the process for getting things done because there are so many committees. He further said that this issue is very similar to moving to 12 hour work shifts. He did not discuss the change with Mr. Wion, he discussed it with Mr. Miller because he is the labor attorney.

President Proctor stated that Chief Minium should have contacted Ms. Hodge and met with the Personnel Committee so they could review and agree, then send it to Mr. Miller following which it should be brought to Council for consideration. Chief stated that he would use that process in the future, but that was not how things were done in the past. Ms. Hodge said when you think about compensation time, she wants to know what is being done and will not infringe on any agreement that was made prior to this time, however, that does not mean that he went about it the right way. She did not know where it came from. He did nothing wrong. Chief Minium stated that now they were on the same page.

Mr. Segina stated that the Finance Committee recommends the appointment of an Independent Auditor for Fiscal Year 2018. *Ms. Hodge moved and Ms. Woods seconded the motion that an Independent Auditor be hired for Fiscal Year 2018.*

Mr. Wion requested Council consider approval of RESOLUTION 2018-R-20, appointing an Independent Auditor for Fiscal Year 2018. *Mr. Krovic moved and Ms. Hodge seconded the motion that the Resolution be passed. The motion passed by a unanimous vote of Council.*

Mr. Wion requested Council approve Resolution 2018-R-19 Approving First Note Modification Agreement. He explained that since an additional \$12,000.00 was added to the down payment the total amount due changes from \$32,000.00 to \$23,000.00. In so doing, the total balance and payments due are reduced. *Ms. Kratzer moved and Mr. Heefner seconded the motion that the First Note Modification Agreement be approved. The motion carried by a unanimous vote of Council.*

Mr. Brown had to leave the meeting to present a proposal for funding, therefore he was not available to discuss the update on the North Front Street Redevelopment or Frank Brown Boulevard Projects.

New Business:

Mr. Segina - Finance Committee Recommendation: Approval to Lay General Fund Budget before Public for 30 Days. This item was tabled.

Mr. Segina - Finance Committee Recommendation: Approval to Lay Sewer Fund Budget before Public for 30 Days. This item was tabled.

In Mr. Brown's absence, the update on expiring terms for Boards and Commissions at End of 2018 was tabled.

NOTE: Two items were removed from the Agenda. They were the request for approval of an agreement between the Borough and the Humane Society, and a Resolution regarding the Police Canine Funding Police.

Public Comments:

Cheryl Powell, 321 Lebanon St. – Asked about the sale of the Water System Mr. Proctor said that the Council was not a part of the decision to sell the Water system. She also asked what happened with the Borough's plan to get a Library. Ms. Kratzer told her that the system cost over \$300,000.00 and developing the library system is not financially feasible.

Emmuel Powell, 321 Lebanon St. – Mr. Powell asked who reports the information about the Borough to the news media. Ms. Kratzer stated that one of the persons responsible is Chief Minium. However, it is known that the news media has scanners are they are used to select what stories that entity chooses to

cover so that the information does not necessarily come from Borough staff.

Council Concerns:

Ms. Kratzer thanked Ms. Hodge and the Mayor for their contacts with her during her absence. She noted that there were events scheduled for November 24, 2018 and in January for Martin Luther King Day. She also encouraged persons to vote.

Ms. Woods thanked persons for attending the meeting. The Parks and Recreation Committee meets on the 15th.

Mr. Krovic informed the group that new Fire Department Procedures updates have been prepared and are waiting for review and approval of Mr. Wion.

Ms. Leggett-Robinson and Mr. Wion had no concerns.

Ms. Hodge thanked persons for attending the meeting. She announced that Prince of Peace Thanksgiving School Reach-out, the Borough with the Women's Council were preparing ten dinners for those in need. She also stated that there needed to be an effort to clarify the difference between the Borough and the Foundation.

Mr. Proctor encouraged people to vote.

Ms. Hodge moved and Ms. Woods seconded the motion that the meeting be adjourned. The Steelton Pennsylvania Borough Council Meeting was adjourned at 8:00 p.m. by a unanimous vote of Council.

Respectfully Submitted,



Douglas Brown, Secretary

Steelton Borough Council Agenda
November 14th, 2018 Special Meeting

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meeting: None

Public Comment on Agenda Items only:

Presentation:

Kevin Buraks, Portnoff Law Associates

Utilizing Portnoff to Improve Collection of
Delinquent Real Estate Taxes

Communication: None

Unfinished Business:

Mr. Segina

Discussion of General Fund Budget and
Recommendation to Lay General Fund
Budget Out for 30 Day Public Inspection
Period

Mr. Segina

Discussion of Sewer Fund Budget and
Recommendation to Lay Sewer Fund
Budget Out for 30 Day Public Inspection
Period

Public Comment:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

Steelton Borough Council Special Meeting Minutes

November 14, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Keontay Hodge, President Pro-Tem
Dennis Heefner
Natashia Woods

Dave Wion, Solicitor
Doug Brown, Borough Manager
Anthony Minium, Chief - Police Dept.
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: William Krovic, Kelly Kratzer, Maria Marcinko

President Proctor called the meeting to order at 6:30 p.m. after which he led the body in the Pledge of Allegiance.

Ms. Hodge led the assembly in a Moment of Silence.

No minutes were presented for review at this meeting. The minutes of the November 5, 2018 and this meeting will be presented at the December 3, 2018 meeting.

The public made no comments on the agenda items.

Presentation:

Mr. Kevin Buraks from Portnoff Law Associates made a presentation to Council to explain how the company can help the Borough to improve the collection of delinquent Real Estate Taxes. He explained that the law office has over 29 years of experience collecting delinquent real estate taxes, water and sewer, and other municipal fees. At this time, the office services over 140 different municipalities in the State of Pennsylvania. The collection laws they use are different from the laws used by Tax Claim Bureau. Tax Claim Bureaus use a law that allows them to handle the large volume of collection requests they receive from the County and all the municipalities and school districts in that County. Their law requires them to send out a letter to the delinquent taxpayer after one year after the taxes become delinquent by July 31, telling them that their taxes are outstanding. Following that, if nothing is done, the property will be placed up for sale. This is a two to three year process that does not provide incentive for the property owner to pay the taxes early in the delinquency phase. Portnoff operates under the Municipal Claims and Tax Liens Act. This law allows the Borough to pass the cost of collections to the delinquent tax owner. It allows the Borough to collect 100% of the taxes owed and provides incentive for the owner to pay the delinquent taxes sooner. The company makes contact with the property owner – both positive and negative incentives are used. They can develop payment plans, there is a hardship program for persons who have financial problems. The company's staff has a caseload of 80 people, so they have the ability to work closely with the owner to resolve the issues. They can go to the company's website and pay on line, if they choose to do so. Those persons who ignore the efforts to collect the taxes receive negative incentives. They must pay fees for legal action that is taken, incrementally, to receive payments. They receive a letter and if they do not respond, they receive a letter telling them a lien will be placed on the property. With the lien, interest begins to accrue for the Borough. If nothing happens after the lien is placed, something like a civil complaint is filed where the sheriff actually serves paperwork, which is a move to receive judgement. Finally, the property is placed for sale. Generally, with this company, rarely does the process get to the final step of placing property for sale. The goal is not to sell the property, but to work out something so that the property owner can continue to own the property and the Borough receive the property tax payment. With the built in incentives, delinquencies

tend to be reduced, which helps the Borough. All funds collected are given to the municipality weekly, along with the detailed payment information.

Mr. Wion stated that the Finance Committee met with Mr. Buraks several weeks ago and reviewed the program. If Council decides to move forward, there are three documents involved. The first document is the Agreement with Portnoff Associates for the collection of delinquent real estate taxes. This document has been worked out and is ready for approval of Council, if it decides to move forward. The second document is an Ordinance allowing the collection of attorney's fees to set a schedule and give authorization for them to do so. Finally, a Resolution to Dauphin County indicating that the Borough is allowing Portnoff to collect delinquent taxes. Action on the last two documents may be acted upon at the December 17, 2018 Council Meeting.

Ms. Hodge requested clarification regarding the collection of taxes. Mr. Buraks explained that anything currently in collections with the County now will remain with the County. He also stated that Portnoff would start collecting 2018 delinquencies in 2019. She then asked Mr. Wion about the ordinance. He explained that an ordinance that authorizes attorney's fees and the fees involved when attorneys are involved in collection that requires that the fees be publicly adopted and listed will satisfy the State law. The Ordinance will have to be advertised just as other ordinances have been. The Resolution will serve as notice to Dauphin County that we will now be collecting property taxes through Portnoff. The resolution will not be advertised, but adopted and sent to the Tax Claim Bureau. Mr. Wion stated that he thinks the Tax Bureau is aware that the Borough is considering using the Portnoff group. The School District is already working with them. Ms. Hodge asked if taking action at the December 17th meeting will be enough time to have the ordinance advertised. Mr. Wion responded in the affirmative. Ms. Hodge was concerned that she has not been able to review the agreement. Mr. Wion stated that he has a copy of the Agreement and it has been reviewed and agreed upon by the Finance Committee. When the County collects delinquent fees the Borough pays a 5% fee. Mr. Segina wanted to know if the 5% fee to could be passed to the delinquent taxpayer so that the Borough does not lose that fee. It was determined that it will be included in the Ordinance.

Ms. Hodge moved that Council accept the Agreement with Portnoff Law Associates and move forward with using their services beginning January 1, 2019. Mr. Segina seconded the motion which passed by a unanimous vote of Council.

Communication: None

Unfinished Business:

Mr. Segina deferred to Mr. Brown for the presentation of the 2019 Draft General Fund Budget Summary (see attached). Mr. Brown's oral report stated:

The General Fund's anticipated budget is \$4,400,000.00.

- Revenues look to remain flat, which has been the case since 2012. Property values and assessed values have remained flat so fixed cost increases while having flat line operating revenue.
- The 2019 Draft General Fund Draft Budget is based on a revenue projection of \$4,449, 655.00.
- The budget uses a carry forward of the \$ 250,000.00 which was not spent in 2018 because of the delayed paving project. The paving project was pushed off to 2019 and will be bid in the beginning of the year.
- Major revenue assumptions are no property tax increase, all existing property taxes as well as the debt tax amounts remain in place in order to meet expenses.

- Real estate tax projections are based on the historical average of actuals rather than the millage calculation and the delinquency rate is based on the certified assessment list from Dauphin County.
- The secured \$100,000.00 was included to pay for part of the paving project.
- Transfers from reserves on the Revenue Worksheet line item is \$ 249,076, which is the money carried forward that was supposed to be spent on the paving project.

Projected budget expenses are \$4,449, 655.00.

- The largest driver and the original deficit faced is the debt service which has increased from
- \$ 69,831.00 in 2017 to \$ 350,232.00 in 2018. The annual debt service principle is projected to be \$ 397, 300 in 2019.
- As a part of the sale of the Water System, defeasing the Borough's debt will resolve the current deficit, which is projected to lead to a surplus by removing \$ 400,000 – 500,000.00 in debt service expense from the budget over the next ten years every year.
- Discretionary non-fixed cost assumptions in the budget include:
 - The increase in the line item of the Codes Department including the increased training line item. However, the part-time Property Manager Officer was placed on hold in order to balance the budget.
 - In the Police Department there are no major purchases. There is the additional Patrolman line item in the budget.
 - Public Works there is the paving of the streets which is paid for by the transfer from reserves. Filling the Public Works Director position was put on hold in order to close the original deficit. A limit has been placed on the amount used for funding the Center for Employment Opportunities due to having to balance the budget.

On the 2019 revenue projections, the PUC Review of the sale of the Steelton Water System assets is expected to be completed by June 2019 after closing. The Borough will receive approximately \$11,000,000.00 which can be used to reduce defease General Fund debt which is approximately \$ 5,000,000.00 which will lead to a \$ 400,000-500,000.00 in General Fund expenses over the next ten years and allow the Borough to place money in reserve or fill frozen positions.

Mr. Brown is requesting Council lay the budget before the public for a 30-day inspection period. This will allow Council to approve the budget and related ordinances by the end of the year. Laying it out for inspection, does not mean that Council cannot make changes to the budget during the inspection period.

Mr. Heefner asked why there was an increase to debt service. Mr. Brown responded that a lot of it was related to the timing of the outstanding bonds, and it is actually with re-funded some of the debt in 2015. Other than the Fire Truck loan which is the \$630,000.00 note, no new debt service has been added. The existing debt service and when the principle of the outstanding GOB's are now ballooning. Mr. Heefner asked if \$250,000.00 was being moved from reserves to balance the budget and the money would be used for the paving project, the \$250,000.00 to actually operate the Borough will come from where? Mr. Brown stated that funds will off-set the \$250,000.00 listed for capital projects, which is the paving project. Mr. Heefner asked how much money is currently in the reserve fund. Mr. Brown stated that it contains approximately \$1,900,000.00, but that is all in the operating fund. He stated that he would have a more accurate response by the end of the year. Mr. Heefner requested a printout of the debt services. Mr. Brown agreed to provide the information as requested. Mr. Heefner asked if the Council will go through line items and discuss them or just lay the budget out for review and discuss the line items later. Mr. Segina recommended that since they were coming close to the 30-day lay out period, that Council move to lay the budget out as is, and during the course of the meeting discuss the line items. Mr. Wion added the budget will be advertised in summary form. An ordinance adopting the budget must be passed

and advertised 10 days prior to adoption. The ordinance will include the budget listed by category. Finally there will be an ordinance regarding tax charges for 2019. That ordinance must be advertised seven days before adoption. Those dates indicate that Council has a 20 day period before the budget must be finalized as a proposed budget to be adopted. Although the last scheduled Council meeting is December 17, 2018, technically, Council has until December 31, 2018 to complete the process. Mr. Brown stated that the budget presented the overall revenue and expenses are pretty revenue is whittled down to as realistic as possible and the balance will have to be within the framework or within the revenue assumptions. Mr. Heefner asked Mr. Segina if the Department Heads came to the Finance Committee meetings. Mr. Segina responded that, as discussed at the last meeting, he did not want to meet with the Department Heads until after the budget had been reviewed by Council to see if anything was changed. Mr. Heefner then tried to clarify his understanding of how the budgeting process was handled. He asked if the budget was developed with discussion with the Department Heads to which Mr. Segina stated, no, the Department Heads and Administration met to develop the departmental budgets, which were then presented to the Finance Committee. The budgets were reviewed, line-by-line at that time. Mr. Brown interjected that the departments presented their "wish list" budgets to Administration and were presented to the Finance Committee without amendment. Mr. Heefner made the point that in the past, the budgeting process was handled differently. Ms. Hodge asked Mr. Wion if there were any legal problems with the way the budgeting process was handled by the new Finance Committee. President Proctor stated that past practices were past practices and Ms. Paul and Mr. Brown were trusted to bring the correct information to the Finance Committee. The only difference between the past practice and present practice was that the Department Heads presented their budgets directly to the Finance Committee instead of having their budgets presented by Ms. Paul and Mr. Brown. Ms. Hodge stated that somehow the current, new Council is being perceived as incompetent because it does not conduct business as it was conducted in the past, and she wishes to clear up that perception. She again asked Mr. Wion if the actions of the Finance Committee were illegal in any way. Mr. Wion responded that the Borough Code simply requires that Council begin work on the budget 30 days prior to adoption, it must then be laid before the public for 30 days. The procedure for getting to that point is not a requirement of the Borough Code, a matter of determination internally of the Borough. Council has never adopted a resolution detailing how the budgeting process will be conducted. He stated that there is nothing improper about what has been done. Ms. Hodge stated that she does not know what the Department Heads need, so they should be included in the budgeting process. However, for two meeting Council members have discussed how things were done previously, and rather than bring the information forward during the process, wait and allow the Borough to crash and burn so that they can stand on their own high horse and she is not willing to allow that to happen. The people one Council now, are new. Past practice, anyone who had a history of being on Council before, she feels should have spoken up for the whole Council rather than go on record saying what happened prior. President Proctor asked that the record note that Mr. Heefner left the meeting at 7:40 p.m. Mr. Segina stated that he has been on Council since 2016 and he attended all of the publically advertised budget meetings held for the 2015-16 budgeting process and did not see the Department Heads at the meetings. He was not there last year, and was not on the Budget Committee last year, however, he followed what he had seen. If he had any idea that Council wanted the process to be handled differently from how it was being handled it could have been discussed. He noted that the Committee has been working on the budget since the beginning of October and the day before it is being laid out all the questions come up. He was concerned that no questions were asked when the process began and believe any questions should have been asked at that time. However, moving forward some things can be changed. Mr. Segina stated that following the Committee's meeting on Monday, he emailed the entire Council a copy of the original draft budget that contained what each Department had asked for. He asserted Council members had the opportunity to review both the original budget and the current draft budget. It should be noted that major cuts were staff positions that do not exist, staff positions that were not currently filled and the CEO program. Mr.

Segina stated that there were some minor changes, most of which were regarding projected revenue. Mr. Segina wanted to bring the budget out so it could be discussed. He stated that he has not been contacted by one Council member in regards to the budget of the budgeting process. He also stated that he has reached out to several members of Council. Mr. Segina requested that Council move to place the budget before the public and defer specific conversation on line items to later in the meeting. Chief Minium stated that the Police Department line items do not have to be discussed at this meeting, explaining that he was basically present to see the process. He agreed that the review of his budget items can be deferred for review and discussion to a later time. Ms. Hodge stated that those items would be discussed at his meeting. Chief Minium did state that in the past that he had been given designated times to appear before the Committee to present his budget. Mr. Segina said that procedure will be added to the process next year. Mr. Segina stated that in order to do the will of the Council, there was no problem changing the process of the Finance Committee regarding the budget process. *Mr. Segina moved that the budget be laid out for a 30-day public inspection period. Ms. Woods seconded the motion which was passed by a unanimous vote of Council.*

Mr. Segina deferred to Mr. Brown who presented the 2019 Draft (see attached) was developed by the Finance Committee and Management Staff. In Mr. Brown's oral presentation he stated that:

- Internal Department meetings on a staff level were held in August and September 2018, and publically advertised Finance Committee meetings were held October 17, 24, and 31, 2018.
- The Finance Committee meet formally to consider the unbalanced Sewer Fund Budget which was balanced with recommended adjustments, which were:
 - The recommended adjustment to the Sewer Fund Budget was to use the Settlement Reserves Account (called the cash on hand account) currently has \$500,000.00 in reserve funds to fund the capital improvements and purchases are included in the 2019 budget.
 - The Finance Committee recommends that Council lay the budget before the public and finalize it in December.
 - The Sewer Fund continues to exhibit consistent revenues but has been relatively flat and had a little bit of a dip in 2018.
 - Sewer rentals, the main source of income, is \$1,792, 881.00 with total revenues with the transfer from reserves the total revenue is \$2,325,116.00.
 - Expenses are the same as the revenue since this is a balanced budget.
 - The budget provides increased investment in the system's capital needs, primarily with the Hoffer Street Pump System, which is in serious need of renovation.
 - The expenses are \$300,000.00 higher than 2018 with the major capital purchases being repairs with maintenance to the system for \$100,000.00. The capital purchases are new motors equipment, and pump station equipment, line replacement, and the Hoffer Street Pump Station improvement. The Hoffer Street Pump Improvement Project is the largest project and will be in the design and engineering phase of development.
 - Debt service continues to be the major driver of expense, with principal debt service in the sewer fund in 2019 is \$346,217.00. Interest is projected to be \$79, 991.00. Debt service is beginning to increase and create budgetary pressure.
 - If Council should choose to apply proceeds from the water system sale to defeasing this debt it would create an annual savings in the budget of approximately \$350,000.00 to \$400,000.00.
 - The Borough has also budgeted reserve from the rate and rate settlement, which is the cash on hand account, of around \$400,000.00. This will be used to fund some of the capital projects, which will serve as an investment to the system.

President Proctor had some questions. 1) line item #82, 08427191 clothing allowance for \$600.00. Mr. Brown responded that the ASCME contract included a stipend for the clothing allowance for sewer employees. Currently, there are three sewer employees who will receive \$200.00 in a clothing allowance. 2) Regarding the boots - Mr. Brown responded that would be included and is 08427238. He explained that under the ASCME collective bargaining agreement, the employees must present a receipt for reimbursed for boot purchases. 3) How often do we purchase boots? Mr. Brown responded that he would have to check the contract, but every year there is an allowance for boots. 4) Can we increase the price of the Boat Dock daily fee and/or parking stickers? One idea was increasing use of the Boat Dock by advertising it in the County newsletter. Mr. Wion responded the fees can be raised, however, justification for an increase in the fees would be the inclusion of the cost of the printing, the cost of the employee and any other cost that is directly related to it, otherwise, it would become a tax.

Mr. Segina wanted to emphasize something about the Draft Sewer Budget. Mr. Brown explained that the sewer has two accounts from which it can draw funds, the Settlement Reserves Fund or the Operating Reserve Fund. Both Funds have adequate money to finance the capital improvement projects. Mr. Segina explained that instead of taking money from the Operating Reserves account which is an unrestricted account, money was transferred from the Settlement Reserved Fund, which is restricted to use for capital improvements. *Mr. Segina moved that Council lay the Sewer Fund Budget out for 30 day Public Inspection. Ms. Woods seconded the motion which was passed by a unanimous vote of Council.*

Chief Minium reviewed the Police Department Budget with Council line item by line item. Chief reported that there was a meeting with Mr. Miller earlier today in which contraction negotiations they worked to prepare items for contract negotiations. The proposed contracts, Chief budgeted 3% salary increase, thinking that would be the general cross the board increase. Any increase would require the approval of Council. In his prepared presentation, Chief stated that it is imperative that Steelton place an office of the Drug Task Force. In order to have a person on the Task force and maintain adequate personnel on the Borough Police Department, the Borough needs to hire an additional Patrolman. He went on to show how reduction in certain line items will reduce the budget so that adding the addition officer can be done within the currently proposed budget. Both the President Proctor and President Pro Tem Hodge expressed their support for the Police Department and its efforts to maintain the level of law enforcement needed in the Borough. Chief Minium pointed out that crime in the Borough is increasing. The Borough is experiencing a major drug problem as indicated by having two drug arrest in two days. The Canine Unit was instrumental in making those drug arrest.

After discussion, President Proctor cancelled the Council meeting scheduled for November 17, 2018.

Mr. Segina moved that the meeting be adjourned. Ms. Hodge seconded the motion with passed by a unanimous vote of Council.

Respectfully submitted,


Douglas Brown, Secretary

Steelton Borough Council Agenda

December 3, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Approval of minutes from previous meeting: November 5, 2018 & Special Meeting of November 14th, 2018

Public Comment on Agenda Items only:

Presentation:

Mr. Dan Kaldas, HRG, Inc.

Monthly Engineer's Report

Related Action Items

1. Approval of NPDES/MS4 Professional Services Agreement
2. Agreement for Sanitary Sewer Rehabilitation Project Professional Services

Communication:

Ms. Carrie Baker

Letter of Interest/Resume for Appointment to Steelton Zoning Hearing Board

Anti-Defamation League

Guidance on Placement of Religious Displays on Public Property

Dauphin County DCED

Notice of Tourism Grant Request Presentation Date

Dauphin County Office of Tax Assessment

Certification of 2019 Real Property Taxable Assessment Total

Steelton Fire Department

Policy and Procedures Handbook

Center for Employment Opportunities

Invitation to Holiday Dinner

Dauphin County Office of Tax Assessment

Notice of Change in Assessment –
801 S. Front Street

Steve Shaver, Deputy EMC

Notice of TMI Siren System Test on
December 6th at 12:15PM

Dauphin County Office of Tax Assessment

Notice of Change of Assessment for
801 South Front Street.

Representative Patty Kim

Invitation to Holiday Open House
December 14, 2018 5:30 p.m. –
7p.m. at New Jerusalem A.M.E. Zion
Church, 219 Locust Street, Steelton

Humane Society of Harrisburg Area

Invitation to the 17th Annual Fur Ball
Gala & Auction. November 17, 2018.
Sheraton Harrisburg-Hershey Hotel.

Unfinished Business:

Mr. Segina

Follow Up on General Fund
Budget/Appropriation
Recommendations – Personnel
Decisions

Mr. Wion

ORDINANCE NO. 2018-
AN ORDINANCE OF THE BOROUGH OF
STEELTON, DAUPHIN COUNTY,
PENNSYLVANIA, AMENDING THE
CODE OF THE BOROUGH OF
STEELTON, PENNSYLVANIA, BY
ADDING THERETO A NEW CHAPTER 56
ENTITLED "FEES, ATTORNEY
COLLECTIONS" TO CREATE
PROVISIONS APPROVING COLLECTION
PROCEDURES AND ADOPTING
INTEREST AND SCHEDULE OF
ATTORNEY FEES AND CHARGES TO BE
ADDED TO THE AMOUNT COLLECTED
AS PART OF UNPAID REAL ESTATE
TAXES FOR DELINQUENT ACCOUNTS

Mr. Wion

RESOLUTION DIRECTING DAUPHIN
COUNTY TAX CLAIM BUREAU
NOT TO COLLECT DELINQUENT REAL
ESTATE TAX ON BEHALF OF THE
BOROUGH OF STEELTON

Mr. Brown

Review of Jr. Councilperson Applications

New Business:

Mr. Brown

Mockenhaupt Benefits Group Pension Valuation Report for Non-Uniform Plan as of January 1, 2018

Mr. Brown

Appointment of Zoning Hearing Board Vacancy

Mr. Brown

Update on Police Contract

Mr. Brown

Schedule of Committee Meetings for 2019

Mr. Brown

DRAFT 2019 Meeting Schedule

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel

Other Business:

Mr. Minium

Agreement between Steelton Borough and Canine Officers

Mr. Brown

Update on Filling of Highway Laborer Position

Mr. Brown

Update on Filling of Water Department Position

Adjournment:

Steelton Pennsylvania Borough Council Meeting Minutes
December 3, 2018

Present:

Mr. Brian Proctor, President
Mike Segina, Vice President
Dennis Heefner
William Krovic
Kelly Kratzer
Natashia Woods

Dave Wion, Solicitor
Doug Brown, Borough Manager
Anthony Minium, Chief - Police
Aaron Curry, Codes Officer
Keith Miller
Dan Kaldas, HRG Engineer
Matt Cichy, HRG
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Keontay Hodge, Maria Marcinko

The meeting was called to order by President Proctor, who then led the body in the Pledge of Allegiance.

Mr. Krovic led the assembly in a Moment of Silence.

Approval of minutes from previous meeting: November 5, 2018 & Special Meeting of November 14th, 2018. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the minutes be approved as written. The motion passed by a unanimous vote of Council.*

There were no comments from the public on agenda items.

Mr. Dan Kaldas from HRG, Inc. presented the Monthly Engineer's Report. He reported that there has been no change in status of the Franklin Brown Boulevard Townhomes Project, Sanitary Sewer & Water System Valuation Project, 2019 Roadway Improvements Project Hoffer Street Pump Station Improvements or the Capital Improvements Projects. He did highlight some of the 2018-2023 NPDES MS4 General Permit highlights. In order for the Borough to remain eligible for the General Permit, it must:

- Comply with the effluent limitations and reporting requirements contained in the General Permit.
- Implement the Stormwater Management Program (SWMP) to reduce the discharge of pollutants from the MS4 and protect water quality.
- Implement Pollutant Control Measures to achieve the pollutant load reduction as specified by the approved Chesapeake Bay Pollutant Reduction Plan (CBPRP) by May 31, 2023, and
- Submit the Annual MS4 Status Reports which are due September 30th each year.

Ms. Woods had questions regarding the status of the Franklin Brown Townhouse Project. To answer her questions, Mr. Wion informed the group that he had prepared the deed however, the project is to build 12 townhomes on land previously owned by 16 property owners with sixteen land deeds and sixteen (or more) land titles. The developer is currently working with a title company, who has to research each title for these 16 properties. This is a difficult and time

consuming project because multiple titles over at least a 60 year period. Once the searches are completed and the titles are cleared, the company can issue title insurance. Mr. Wion projects that work on the project will most likely begin in the Spring 2019.

Mr. Heefner relayed a conversation he had with Mr. Brown regarding the completion of the Hoffer Street Pumping Station Project. It is his belief that since there are several pipes that need repair, they should be prioritized and the work (and funds) spread out over Hoffer Street and some of other needy streets, like Jefferson Street which was scheduled for repair some time ago, but funding ran out before the work could be started. There is a meeting, with Mr. Brown and staff, scheduled for next week to discuss the feasibility of that proposition. President Proctor wondered if there were any pictures available so that persons could determine the condition of the pipes considered for replacement or lining replacement. Mr. Cichy stated that the sanitary mains and sewer in a previous project were televising the pipes condition and cleaning, so the technology exist to get that work completed. He explained that televising and cleaning the pipes is a very expensive process. Mr. Heefner stated that the Borough has a camera and perhaps, through the use of that camera and his knowledge of the system, Brian Handley could help identify those pipes and assist with the prioritization of work needed. Mr. Heefner stated that he thinks that the Borough should take care of the infrastructure that is going to fall apart before taking care of other issues. President Proctor agreed. Mr. Brown stated that staff members did have input in the development of the Five-Year Capital Improvement Project that was presented earlier.

Following the discussion, Mr. Segina moved and Mr. Krovic seconded the motion that the Engineering Report be received as presented. The motion was approved by a unanimous vote of Council.

Mr. Kaldas discussed the request submitted by HRG to enter into an Agreement for Professional Services pertaining to the implementation of the NPDES/MS4 Professional Services. The proposal is for HRG to receive a payment of \$20,000 per year for the next five years to help the Borough stay in compliance with the General Permit requirements by preparing and submitting the required Annual Report. Mr. Wion stated the proposal, which states that the cost is not to exceed \$20,000.00 for each of the permit years, is an estimated amount, not a fixed amount and the price only includes labor and reimbursable materials. The quote does not include the cost of the completion and submission of the grant application. Following discussion, *Ms. Kratzer moved that the Agreement be approved with the caveat that the project not exceed over \$100,000.00 over the five year period. The motion was seconded by Mr. Segina. Mr. Wion pointed out that HRG would have to accept the caveat limitation. Mr. Kaldas stated that HRG agrees to the limitation. The motion was passed by a unanimous vote of Council.*

Mr. Cichy presented the HRG request for an Agreement for Professional Engineering Services for the 2019 Sanitary Sewer Rehabilitation Project. Borough staff identified 4 sections of sewer that needed for repair. They are:

- Three sections on 3rd Street between Jefferson to Conestoga Streets, which total 500 feet
- 7th Street manhole covers 324 & 344, which is 260 feet.
- Total footage for repair is 760 feet, as stated in the Capital Improvements Plan.

- The agreement is for the investigation, design, bid phase services, construction contract administration services, and resident project representative services on an as need basis. The above services will not exceed \$30,350. If the Borough decides to some of the proposed contract work itself, \$2,000.00 will be deducted from that fee. *Mr. Heefner moved and Ms. Woods seconded the motion that the Borough enter into the agreement with HRG for Professional Services to develop the Sanitary Sewer Rehabilitation Project. The motion carried by a unanimous vote of Council.*

Communications:

Ms. Carrie Baker submitted a Letter of Interest/Resume for Appointment to Steelton Zoning Hearing Board along with references.

The Anti-Defamation League send a letter and handout entitled Guidance on Placement of Religious Displays on Public Property.

Dauphin County DCED sent a Notice of Tourism Grant Request Presentation Date. Steelton is scheduled to make a ten minute Grant Request presentation December 18, 2018 at 10:50 a.m. in the Commissioner's Hearing Room.

Dauphin County Office of Tax Assessment sent the Certification of 2019 Real Property Taxable Assessment Total for 2019. The Total Taxable Assessment of \$143,169,300 for the political subdivision of Steelton Borough is certified by the Dauphin county Board of Assessment appeals. This assessment represents the adjustment in property assessments as a result of additions to and deletions from the assessment roll as well and catastrophic loss adjustments, processed to the date of November 13, 2018.

The Steelton Fire Department submitted a copy of the newly developed Policy and Procedures Handbook for review.

The Center for Employment Opportunities sent an Invitation to Holiday Dinner scheduled for December 3, 2018 from 6:00 – 9:00 p.m.

Dauphin County Office of Tax Assessment sent a Notice of Change in Assessment for 801 S. Front Street Partners LLC Medical Office. The assessment represents an increase in partial value because of new construction.

Steve Shaver, Deputy EMC sent a Notice of TMI Siren System Test scheduled for December 6, 2018 at 12:15p.m. Mr. Segina asked Mr. Brown to advertise this upcoming event.

Representative Patty Kim sent an Invitation to Holiday Open House to be held December 14, 2018 from 5:30 p.m. – 7:00 p.m. at New Jerusalem A.M.E. Zion Church, 219 Locust Street, Steelton, PA.

Humane Society of Harrisburg Area sent an Invitation to the 17th Annual Fur Ball Gala & Auction which was held November 17, 2018. Sheraton Harrisburg-Hershey Hotel.

Mr. Segina said that he asked Mr. Brown to advertise the upcoming testing for TMI. He also pointed out that the Real Property Taxable Assessment Total for 2019, which totaled \$143,169,300 is an increase, which indicated an increase in the Borough's tax base.

Unfinished Business:

Mr. Segina reported that following a meeting with Mr. Brown, and Ms. Paul, an updated version of the General Fund Budget/Appropriation Recommendations personnel decisions will be finalized tomorrow with an updated via email to the Council before the end of the week.

President Proctor announced that Mr. Wion's presentation of an Ordinance to Create Provisions Approving Collection Procedures and Adopting Interest and Schedule of Attorney Fees and Charges to be Added to the Amount Collected as Part of Unpaid Real Estate Taxes for Delinquent Accounts and his presentation regarding a Resolution Directing Dauphin County Tax Claim Bureau Not to Collect Delinquent Real Estate Tax On Behalf Of the Borough of Steelton were tabled.

Mr. Brown stated that there were two applications for the Jr. Councilperson positions. The decision regarding the candidates will be made in January. The candidates' applications will be included in the next meeting's packet for review by members of Council.

New Business:

Mr. Brown explained that the Mockenhaupt Benefits Group Pension Valuation Report for Non-Uniform Plan as of January 1, 2018 is the evaluation of post-retirement benefits other than pensions. The company recommended that the Borough should consider \$877,952.00 as total cost for retirement liabilities.

Mr. Brown noted that in addition to interest shown by Ms. Baker, there are two other persons that are interested in being appointed to fill the Zoning Hearing Board Vacancy. The information for those persons will be included in the next Council packet for review.

Mr. Brown stated that renegotiations of the Police Contract are on-going. There will be a presentation of the final decision at the last Council meeting of 2018.

Mr. Brown distributed the proposed Schedule of Committee Meetings for 2019. He asked that any requests for adjustments be made and shared with his at the next Council meeting. Ms. Kratzer pointed out that there was a Council and the NEDC Committee were scheduled to meet on the same day.

Public Comments:

Cheryl Powell – 321 Lebanon Street – Ms. Powell expressed concern about the two tractor trailer trucks parked in the neighborhood. One is parked on Cameron Street and the other on Reading & Bessemer Streets. Chief Minium stated that, at this time, there is nothing that can be done regarding the trucks being parked in the residential area.

Emmuel Powell – 321 Lebanon Street – Mr. Powell expressed concern about trees hanging out into the street on 19th Street between Lincoln and Bessemer Streets. The trees make it difficult for motorists to see on-coming traffic. Mr. Proctor stated that he was aware of the problem and

instructed Mr. Curry to review the area to determine whether tree's overhang it is a code violation and any action can be taken against the property owner.

Council Concerns:

Ms. Kratzer advised persons to stay safe and take care of themselves.

Mr. Heefner, Mr. Wion and Ms. Leggett-Robinson had no concerns.

Ms. Woods thanked persons for attending the meeting. She also asked that people participate in the Christmas Tree Lighting Ceremony and Celebration Tuesday, December 4th at 6:30 p.m. She also announced that the Steelton Community Development Foundation Free Holiday Dinner will be held at 5:00 p.m. December 22, 2018 at Prince of Peace.

Mr. Krovic announced that Santa was coming to town December 22, 2018 and would make his rounds through town from 3:00 to 5:00 p.m. The route has been established and is ready for publication.

Mr. Brown had two concerns: 1) complaints about turkey buzzards. He asked Mr. Curry to address the issue by being vigilant about open trash and rubbish which attract and keep the birds in the area. He stated that the Department of Agriculture had been contacted. 2) Council needs to hold an Executive Session to discuss personnel issues.

Mr. Segina encouraged persons to support the Fire Department by purchasing the Christmas Tree sale.

Mr. Proctor thanked persons for attending the meeting.

At 7:09 p.m., Mr. Segina moved that Council recess into Executive Session to discuss personnel matters. The motion was seconded by Mr. Heefner and approved by a unanimous vote of Council.

Council resumed Open Session at 7:45 p.m. following a motion by Mr. Segina, second by Ms. Woods, a unanimous vote of Council.

Chief Minium requested that Marchand Pendleton begin conditional employment with the Police Department effective December 4, 2018 with a potential hire date of December 17, 2018. His salary will be \$76,711.00, which, if the Uniformed Contract Agreement goes through will include a 3% increase making his salary \$79,011.00. Mr. Pendleton is receiving the maximum pay because of his of years of service. His physical is scheduled for December 4, 2019, and his psychological examination is scheduled for December 5, 2018. *Mr. Segina moved that Mr. Pendleton be granted conditional employment with the Steelton Police Department beginning December 4, 2018 with a beginning salary of \$ 76, 7111 and potential increase to \$79,011, pending contract changes. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of Council.*

Mr. Segina moved and Mr. Krovic seconded the motion that Council accept the separation agreement presented for Susan Spangler effective December 3, 2018. The motion carried by a unanimous vote of Council.

Mr. Krovic moved and Ms. Woods seconded the motion that Robert Snavley be terminated. The motion passed by a unanimous vote of Council.

Mr. Segina moved and Ms. Kratzer seconded the motion that the position of Full-time Laborer be posted within the Borough then publically. The motion passed by a unanimous vote of Council.

Mr. Segina moved that the position of Part-time Administrative Assistant, for 30 hours per week, for the Codes Department be posted internally then externally. The motion was seconded by Ms. Woods and passed by a unanimous vote of Council.

Mr. Segina moved that the December 3, 2018 meeting of the Steelton Pennsylvania Borough Council be adjourned at 8:50 p.m. The motion was seconded by Mr. Krovic and passed by a unanimous vote of Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'DB', is written above the name Douglas Brown.

Douglas Brown, Secretary

Steelton Borough Council Agenda
December 17, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Swearing in of Steelton Borough Police Officer Marchand Pendleton

Presentation of Citations to Steelton Police Officers

Approval of minutes from previous meeting: December 3, 2018

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for:
October & November, 2018

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- Codes Department (Written Report)
- Public Works (Written Statistical Reports)
- Parks and Recreation Committee (Oral Report)
- NEDC Committee (Oral Report)
- Stormwater Committee (Oral Update)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

Presentation:

Communication:

Capital Region Water

Sewer (Wastewater and Stormwater)
Finances Information Request

National Storm Water Center

Congratulating Aaron Curry on the
successful completion of the
Certified Stormwater Inspector
Course

Olivia Palermo

Junior Councilperson Program
Application

Unfinished Business:

- Mr. Wion Approval of Ordinance 2018-_____ Establishing Appropriations for 2019 General Fund and Sewer Fund Budgets
- Mr. Wion Approve of Ordinance 2018-_____ Establishing Taxes Rates for FY2019
- Mr. Wion Resolution 2018-R-__ Establishing Tax Discounts and Penalties on Tax Rates
- Ms. Hodge Resolution 2018-R-__ Establishing Salaries and Benefits for Non-Union Employees for 2019 Fiscal Year
- Mr. Wion ORDINANCE NO. 2018-
AN ORDINANCE OF THE
BOROUGH OF STEELTON,
DAUPHIN COUNTY,
PENNSYLVANIA, AMENDING
THE CODE OF THE BOROUGH
OF STEELTON,
PENNSYLVANIA, BY ADDING
THERE TO A NEW CHAPTER 56
ENTITLED “FEES, ATTORNEY
COLLECTIONS” TO CREATE
PROVISIONS APPROVING
COLLECTION PROCEDURES
AND ADOPTING INTEREST AND
SCHEDULE OF ATTORNEY FEES
AND CHARGES TO BE ADDED
TO THE AMOUNT COLLECTED
AS PART OF UNPAID REAL
ESTATE TAXES FOR
DELINQUENT ACCOUNTS
- Mr. Wion RESOLUTION 2018 R-____
DIRECTING DAUPHIN
COUNTY TAX CLAIM
BUREAU NOT TO COLLECT
DELINQUENT REAL ESTATE
TAX ON BEHALF OF THE
BOROUGH OF STEELTON

Mr. Brown	Resolution 2018-R-__ Approving Increase of Boat Dock Fees to \$50 Permit, \$3 Sticker
Mr. Wion	Approval of Resolution 2018-R-____ Establishing Contribution Rate for Steelton Borough Police Pension Plan
Mr. Brown	Approval of Proposal from Mockenhaupt Benefits Group to Draft Statements of New Uniform and Non-Uniform Pension Plans (Restate Existing Plans)
Mr. Brown	2019 Meeting Schedule
Mr. Proctor	Resolution 2018-R-__ Appointing Carrie Baker to Steelton Borough Zoning Hearing Board for Term Ending December 31, 2020
Mr. Wion	Approval of Humane Society Agreement
Mr. Minium	Agreement between Steelton Borough and Canine Officers

New Business:

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Adjournment:

Steelton Borough Council Meeting Minutes December 17, 2018

Present:

Mike Segina, Vice President
Keontay Hodge, President ProTem
Dennis Heefner
William Krovic
Kelly Kratzer
Natasha Woods

Dave Wion, Solicitor
Doug Brown, Borough Manager
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Keith Miller, Public Works
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Brian Proctor, Aaron Curry

The meeting was called to order by Vice President Segina, who led the assembly in the Pledge of Allegiance. Following the Pledge, Mayor Marcinko led a Moment of Silence.

Mayor Marcinko swore in newly re-hired Officer Marchand Pendleton, whose daughter held the Bible as he took the oath of office. Officer Pendleton thanked Council for re-appointing him as a Police Officer in Steelton Borough.

Mayor Marcinko then swore in Canine Officers Beny and Noro. Both were assisted by their assigned partners Officer Scott Schaeffer, and Officer Cody Webster, respectively.

The minutes of the December 3, 2018 minutes were reviewed by Council. Ms. Kratzer moved, and Mr. Heefner seconded the motion that the minutes be approved with the correction of a grammatical error pointed out by Mayor Marcinko. The motion passed by a unanimous vote of Council.

There were no public comments on agenda items.

After review of the schedule of billing, requisitions, and changes for October and November 2018 Ms. Hodge moved that Council accept the reports as presented. Mr. Krovic seconded the motion which passed unanimously.

The Departmental Reports were presented for review and discussion:

Fire Department & Ambulance (written report). In addition to the written statement, Chief Vance announced there was still training on the new fire truck. Mr. Krovic added that there would be a dinner at the Prince of Peace Church. He sent out congratulations to Jacob Varbicle on passing his Interior Fire Class today. The Department is selling chicken corn soup, beef vegetable soup, and R&K subs. Orders and payments are due January 17, 2019. Items should be picked up January 24, 2018. Prices are \$8.00 per quart for the soup, Subs are \$ 6.00 and pretzel sandwiches \$5.00 each. To place your order, you may stop by or call the Fire Department, locate one of the order sheets that have been distributed throughout the Borough or call Mr. Krovic at (717) 460-8716.

Police Department: (written report) - Mayor reported that the Department is working with K9s and they have made a couple of arrests, with assistance. There was a robbery at the Steelton Pharmacy.

Codes Department: (written report)

Public Works: (written report) - Mr. Heefner had a meeting with Bob, Scott, the Borough Manager and Mr. Chicy from HRG. The topic of conversation was the Hoffer Station. Scott and Bob said there is definitely a need for the pumps to keep up with the flow from Swatara Township. It was difficult to get a reading from the flow meter because of the amount of grease that was present and prevented a good reading with the pipes on Chambers Street having the worse problem. Mr. Heefner stated that restaurants usually have a grease trap to collect the grease and a company that comes to empty the tank. He is unsure what is happening in Swatara Township; however, it is not legal to have such a large amount of grease to go through the system. The fat comes into the Borough which requires more chemicals to break it up. The Department is investigating that problem. He would like another company to come in and take a reading so when they approach Swatara Township they will be able to present two independent readings. *Mr. Heefner stated that he would like to have a motion to get bids for another company to install and read a flow meter coming from Swatara Township. Ms. Hodge made the motion which was seconded by Ms. Kratzer. The motion passed by a unanimous vote of Council.* Mr. Heefner added he, the Borough Manager, and Brian Handley have been looking for a new camera. The camera they prefer is faster and can patch a hole or crack in the line that needs repair without digging up the street. Mr. Heefner plans to bring the item up next year. The approximate cost of the camera is \$ 72,000.00.

Parks & Recreation: - Ms. Woods stated that the Committee is meeting on December 20, 2018, to begin making plans for 2019.

NEDC Committee: - Ms. Hodge announced that the Committee is scheduled to meet December 20, 2018, at 2:00 p.m.

Stormwater Committee: - Ms. Kratzer announced that the Committee will meet December 20, 2018 at 6:45. Ms. Kratzer had the opportunity to participate in a Roundtable discussion with other municipalities and get information about what they are doing about Stormwater Management.

The Mayor reports that she continues to field calls regarding the Water Authority, the Water Authority Chair, and Vice Chair. She receives calls about public works issues, which she refers to Mr. Heefner. Any Economic and Development issues are referred to Ms. Hodge. She reports that things are moving along and people are happy.

Borough Manager's Report- He reported that the Codes Officer is now certified as a National MS-4 Stormwater Inspector. It gives him credentials to conduct the inspections for illicit stormwater discharges and pretty much anything related to stormwater. The Winter Newsletter has gone to print and will be mailed out to residents. The part-time Codes Administrative

Assistant position is being advertised this week. He has been working with Penn State Harrisburg University to develop a partnership which we hope to start in the Spring semester. The partnership would involve Masters level Marketing and Business students coming in to assist Steelton in the development of a comprehensive marketing and rebranding plan. There is hope that an internship program will be developed. Of course, the project would have to be approved by Council. Mr. Brown will present the Borough's Request for a Tourism Grant. There are two new hires, one in the Water Distribution Department and one in the Public Works Department. Both seem to be working out very well. He has received calls about Water System sale and process. The Water Authority agreed to the purchase in November and information regarding the process was included in the Winter Newsletter. PA American Water plans to present its application to the Pennsylvania Public Utility Commission (PUC) January 4, 2019. This begins a review process that takes at least six to seven months; therefore it will be mid to late 2019 that a decision will be made. Residents will be receiving information from the Borough and PA American Water Company to ease the transition. Mr. Brown and the new Director of Habitat for Humanities have scheduled a meeting. Habitat for Humanities has put out Request for Proposals (RFP) for the rehabilitation of 101 Locust Street and activity on that project should begin in the Spring. The Adams Street Project is close to resolving the title issue, and Spring 2019 is still the date set for starting the project. Finally, he is meeting with Mr. Solomon and Mr. Wion regarding some direction on the Stormwater Authority.

There were no presentations made at this meeting.

The following communications were received:

- Capital Region Water sent the Final Report for Fiscal Year 2019 Water and Wastewater Rate Study Report. The report recommended rate increases for both the water system and wastewater system in 2019.
- A copy of a letter to Aaron Curry from the National Stormwater Center congratulating him for successfully completing the Certified Stormwater Inspector course. A copy of his certificate was enclosed with the letter.
- An Application for Junior Councilperson was submitted by Olivia Palermo. Ms. Hodge stated that since there is only one applicant, she would like to bring the candidate January 7, 2019, to be sworn in. Mr. Segina suggested that she come before the body, interview her, vote, and have her sworn in at the meeting. Ms. Hodge agreed to follow the recommendation of the Vice President.

Unfinished Business:

There was some confusion regarding the order of business because the second page of the revised agenda was missing. The Vice President apologized to the body for the confusion.

Mr. Wion presented Ordinance 2018-04 for approval by the Council. The Ordinance Establishes the Appropriations for 2019 General Fund and Sewer Fund Budgets. The total estimate for the General Fund Receipts and Cash is \$4,449,655.00. The forecast for Appropriations is \$4,449,655.00. The Summary of the Estimated Receipts for the Sewer Fund is \$2,325,116.00, and the Summary Of Appropriations is the same amount as the estimated receipts. Mr. Brown stated that the proposed budget was advertised twice

and laid before the public for 30 days for inspection. This reflects the vote of Council made on November 14, 2018, and follow up made with the Department heads. The funding for Officer Pendleton and the freeze in the part-time Codes Officer, which was necessary to balance the budget. Mr. Heefner had a question for Mr. Brown asking why the parking lot that is rented out to UPS and the Bar Bill parking lot show no income. Mr. Brown informed him that the property was sold to the Economic Development Corporation to encourage the acquisition of the land by potential developers. Mr. Heefner wanted to know why that income was not shown on the budget. Mr. Wion reminded him that this is the budget for 2019. *Mr. Heefner moved that the Ordinance 2018-04 be approved. The motion was seconded by Ms. Hodge and passed by a unanimous vote of Council.*

Mr. Wion requested approval of Ordinance 2018-05 Establishing Tax Rates for 2019. There is no tax increase. *Ms. Hodge moved, and Mr. Krovic seconded the adoption of Ordinance 2018-05.* In response to questions regarding debt service asked by Mr. Heefner, Mr. Brown explained that with the 2015 GOB there is still roughly \$200,000.00 left on that debt service and that is less than what the 2 mil brings in. He further explained that the debt service account holds approximately \$900,000.00; however the debt owed is \$ 1.15 million. *The motion was approved by a unanimous vote of Council.*

Mr. Wion presented Resolution 2018-R-21 for consideration of Council. The Resolution set the Tax Discounts and Penalties for the Tax rates established in an Ordinance 2018-05. *Ms. Hodge moved that Resolution 2018-R-21 be passed by Council. Ms. Woods seconded the motion which passed by a unanimous vote of Council.*

Ms. Hodge requested Council approve a Resolution establishing Salaries and Benefits for Non-Union Employees for 2019. Mr. Brown explained that the health care benefits are the same as last year and he does not take health benefits nor monetary compensation. He further noted that the salaries are in line with those of the ASCME contract. *Ms. Kratzer moved that Resolution 2018-R-22 be passed. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*

Mr. Wion introduced an Ordinance to Amend Chapter 56 to Create Provisions Approving Procedures and Adopting Interest and Schedule of Attorney Fees and Charges to be Added to the Amount Collected as Part of Unpaid Real Estate Taxes on Delinquent Accounts. *Mr. Heefner moved, and Ms. Kratzer seconded the passage of Ordinance 2018-06 as presented by Mr. Wion. The motion received a unanimous vote.* This Ordinance begins with the collection of 2018 taxes.

Mr. Wion requested Council approve a Resolution Directing Dauphin County Tax Claim Bureau Not To Collect Delinquent Real Estate Taxes On Behalf Of the Borough of Steelton. *Resolution 2018-R-23 was passed unanimously upon a motion made by Ms. Hodge and seconded by Mr. Krovic.*

Mr. Brown requested Council approve a Resolution increasing boat dock fees. Mr. Heefner asked if any of the money gained by the increase in dock fees could be used to putting drains under the overpass that would send water toward the river. Mr. Brown explained that the money could not be used for that. Mr. Wion further told that the fees collected for the permit and sticker fees can only be used to cover the administrative cost of providing the permit and fees. Any other use would equate to a tax, which the

Borough cannot do. *Mr. Heefner moved that the cost of a Permit for use at the Boat Dock be increased to \$ 50.00 and the Sticker cost be increased to \$ 3.00. Ms. Kratzer seconded the motion and Council unanimously passed Resolution 2018-R-24.*

Mr. Wion requested approval of Resolution 2018-R-25 which Establishes the Contribution Rate for the Steelton Borough Police Pension Plan. The Resolution states that Police Officers are required to make a 5% monthly contribution to their Pension Plan. *Mr. Heefner moved and Mr. Krovic seconded the motion that Resolution 2018-R-25 be passed. Council passed the Resolution by a unanimous vote.*

Mr. Brown requested Council approve the Proposals from the Mockenhaupt Benefits Group to draft documents for the restatement of the Uniform and Non-Uniform Pension Plans. The proposals will restate the existing Pension Plans as part of the transition to new Trustees and Investment Management Company. *Ms. Hodge moved, and Ms. Kratzer seconded the motion that the proposal from the Mockenhaupt Benefits Group be accepted. The motion passed by acclamation of Council.*

Mr. Brown presented the revised 2019 Meeting Schedule for approval of Council. After review, *Ms. Woods moved, and Mr. Heefner seconded the motion that the schedule be accepted with revisions. The motion passed unanimously.* The changes included ensuring that the Parks & Recreation Committee be notified if the Zoning Board will meet so that they can meet in the Fire House instead of in Council Chambers. A meeting schedule for the Stormwater Committee must be planned and added to the schedule. Mr. Brown stated that he would advertise the schedule in the Patriot-News and Mr. Segina noted that he would post it on the Borough website.

The Resolution to Appoint Carrie Baker to the Zoning Hearing Board was tabled until the January 7, 2019 meeting, when appointments are made.

Mr. Wion requested Council approve the Agreement between the Humane Society and the Borough of Steelton for the housing of dogs and cats when necessary. *Ms. Kratzer moved that the Borough authorize \$ 980.00 as payment to the Humane Society for the housing of dogs and cats with the changes requested. Ms. Woods seconded the motion which passed by a unanimous vote of Council.* The changes recommended by Mayor Marcinko are that the Borough continues to accept the Animal Rescue Services at a charge of \$50.00 per month in case there are any emergencies. She recommends that the Society not be authorized for pickup service, and the agreement includes the request from the Police Department that the Society report any information provided by a person picking up an animal from the shelter. Also, Mayor Marcinko suggested that the Police Department be commended for what it is doing with the animal program. Due to their efforts, the cost of using the program has gone down from \$ 49,000.00 to \$980.00 per year.

The Agreement between Steelton Borough and the Canine Officers was tabled.

New Business:

There was no new business discussed at the meeting.

Public Comments:

There were no public comments made at the meeting.

Council Concerns:

Ms. Woods thanked persons for coming out. Merry Christmas and Happy New Year.

Mr. Krovic wished persons Happy Holiday and Merry Christmas. He reminded those present that the Fire Department was holding a Soup n Sub Sale and asked for support of the fundraising effort.

Ms. Kratzer offered congratulations on the Canine program. She discussed the money the Borough saved in starting the program with fundraising done on behalf of the program. Ms. Kratzer wished everyone a Merry Christmas and a safe Holidays. She also mentioned that there were only 7 Christmas trees left for sale at the Fire Department.

Mr. Heefner expressed concern about the amount of trash in the Borough. While riding around, he has noted trash not in trash cans, trash cans on the porch. He asked if there was any way to speed up Codes or restructuring the Codes Department to focus on this issue. Mr. Segina stated that as a part of the re-negotiated trash contract they include trash with lids attached. Mr. Krovic said that persons need to clean-up after themselves. Tops blow off, kids use them to slide down the hill, etc. Mr. Segina stated that in some areas that persons pay per can size. Mr. Heefner thinks that the Codes Department should pass out pamphlets to persons whose trash is running over, or stored on the porch or other trash violations. Borough employees should not pass by and not enforce the codes. Mr. Heefner and Mr. Segina got permission from Ms. Hodge to talk to the Codes Officer. Ms. Hodge picked up on Mr. Heffner's comment regarding all Borough employees enforcing codes, including Public Works employees. Mayor Marcinko stated that the trash company bears responsibility for trash cans out of place and keeping trash off the streets. She also said that she liked the idea of tiered payment since there are senior citizens that only put trash out every two years.

Mr. Wion, Chiefs Minium, and Vance wished persons Happy Holiday.

Ms. Leggett-Robinson stated that her husband saw the Canine Officers at work following the robbery of Steelton Pharmacy and was impressed. She also wished persons a Happy Holiday.

Mr. Brown announced the need to hold an Executive Session for personnel issues.

Ms. Hodge extended an invitation for everyone to attend the 3rd Annual Steelton Community Development's Christmas Holiday Dinner, which will be held at Prince of Peace at 5:00 p.m. Saturday. She congratulated the Junior Varsity Team for winning their game tonight. Ms. Hodge thanked the Council and the Police Department for their cooperation as things were worked out this year. She congratulated the Police Department on the addition of their Canine Officers. Finally, she thanked persons for coming to the meeting and wished everyone a Merry Christmas and Happy Other Holidays.

Mayor Marcinko announced that on January 20, 2019, there will be a Chicken Dinner at St. Lawrence Church at 2:30p.m. Tickets can be obtained from the Fire and Police Department or the Mayor. Ticket delivery is available if necessary. There will be two settings to accommodate the 200 tickets being sold.

The proceeds of the dinner will be donated to the Police Canine and Fire Department Fire Truck funds. The event will feature a band, an NFL Championship Team, a Chinese Auction, and promises to be a lot of fun. The Mayor congratulated Council for passing a budget with no tax increase again this year. She noted Steelton Borough has gone 10-12 years with no tax increase. Ms. Marcinko congratulated Mr. Curry on his accomplishments and stated that Mr. Whittaker was a pleasure to deal with. She plans to share information she received from the PA Mayor's Association that clearly explains the duties of the Mayor, the Departments, and Council. The Mayor will share it with Council and would like to have it added to the Borough website. She feels that the information will help the public understand who is responsible for what. She said that it has been a busy "whirlwind year" in which there have been many accomplishments: the Steelton Fest, a new Fire Truck, and two Canine Officers. The Borough has its ups and downs; however it has risen from the ashes like the Phoenix and, she wished everyone a Merry Christmas and Happy New Year and on to 2019.

Mr. Segina thanked persons for coming out to the meeting. He praised the Mayor for highlighting the accomplishments of this year. He emphasized the things that are planned for next year: the Adams Street Project, which should begin in the Spring; plans for the Zoning Hearing and Planning Commission to move things along to get the Front Street Project started; there has been a grant request to expand the Skate Park; Steelton Fest will occur again, and the sale of the Water System should result in the Borough being debt free by 2020-2021. He does not know of any municipality that is debt free, so that will be a real accomplishment. He thanked persons for attending the meeting.

At 8:00p.m. Ms. Hodge moved that the meeting goes into Executive Session to discuss personnel matters. The motion was seconded by Mr. Krovic and passed by a unanimous vote of Council.

At 8:14 p.m. the open session of the Steelton Council Meeting was resumed by a motion made by Ms. Hodge and seconded by Ms. Woods. The motion carried by a unanimous vote of Council.

Ms. Hodge moved, and Ms. Woods seconded a motion that the Council Meeting be adjourned at 8:16p.m. The motion carried by acclamation of the Council.

Respectfully submitted,



Douglas Brown, Secretary