

**AGENDA  
BOROUGH OF STEELTON  
February 6, 2012**

**CALL MEETING TO ORDER: President Wright with the Pledge of Allegiance**

**MOMENT OF SILENCE: Thomas F. Acri, Mayor**

**APPROVAL OF MINUTES OF PREVIOUS MEETING AS PRESENTED:  
Minutes are for January 17, 2012.**

**EXECUTIVE SESSION HELD BETWEEN MEETINGS:**

**PUBLIC COMMENT:       Agenda items only**

**COMMUNICATION:  
Guy Beneventano, Esq.**

**Change in Banking Services for  
Dauphin County Tax Collection  
Committee**

**Herbert, Rowland, and Grubic**

**Contract Closeout for East End  
Sewer Separation Project**

**Dauphin County Office of Commissioners**

**Invitation to Local Government  
Forum**

**Herbert, Rowland, and Grubic**

**Felton Lofts Traffic Study**

**Steelton Police Department**

**Annual Police Report**

**Steelton Highspire School District**

**Minutes from November and  
December Meetings**

**SPECIAL PRESENTATIONS:**

**Chris Bauer, Herbert Rowland and Grubic**

**Presenting Streetscape Phase II  
Design**

**Mary Kay Eckenrode**

**Community First Fund  
Presentation**

**Community First Fund is an organization based out of Lancaster  
that funds economic development projects and provides assistance to businesses.**

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**UNFINISHED BUSINESS:**

**Doug Brown**

**Appointment of Selection Process  
Committee**

**Doug Brown**

**Amendment to UPS Lease  
Agreement**

**NEW BUSINESS:**

**David A. Wion, Solicitor**

**Presenting Vehicles and Traffic  
Ordinance 2012-2**

**Doug Brown**

**Discussion on Rearranging Offices**

**OTHER BUSINESS:**

**Douglas E. Brown**

**Request an Executive Session to  
discuss personnel matters, land  
acquisition and potential litigation  
issues.**

**AUDIENCE PARTICIPATION:**

**COUNCIL'S CONCERNS:**

**ADJOURNMENT:**

The regular monthly meeting was called to order at 6:33p.m. by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

**In Attendance:**

Stephen Shaver  
Jeffery Wright  
Michael Albert  
Maria Marcinko  
MaryJo Szada  
Raymond Spencer  
Denae House

**Absent:**

Mayor Thomas Acri  
David A. Wion, Solicitor  
Douglas E. Brown, Borough Manager  
Kathy I. Sosnowski, Executive Assistant

**APPROVAL OF MINUTES:**

On a motion made by Mr. Shaver, seconded by Mr. Albert, Council Members present voted unanimously to approve the minutes from January 17, 2012, as presented.

**EXECUTIVE SESSION HELD BETWEEN MEETINGS:** None.

**PUBLIC COMMENT:** None.

**COMMUNICATION:**

Guy Beneventano, Esq. sent a copy of a memorandum to the Dauphin County Tax Collection Committee informing us of a change in banking services. Mr. Shaver asked if the bank was secured through an RFP. Mr. Brown indicated that it was.

Herbert, Rowland & Grubic, Inc. (HRG) sent a letter informing us of the contract closeout for the East End Sewer Separation Project.

Dauphin County Office of Commissioners sent an invitation to the Local Government Forum on Wednesday, February 15, 2012.

HRG sent a letter with the Felton Lofts traffic study; after noting that the report indicates making Walnut Street one way from Front Street to Second Street, Mr. Shaver wondered why the one way couldn't extend up to Fourth Street. Mr. Shaver then suggested the study be sent to NEDC for review.

Steelton Police Department distributed the Annual Police Report to Council members. Mr. Shaver made a motion to approve the report, seconded by Mr. Albert and approved unanimously.

Steelton-Highspire School Board sent copies of minutes from their November and December meetings.

#### **SPECIAL PRESENTATIONS:**

**Mr. Chris Bauer**, HRG presented the Streetscape Phase II design with copies of sketches given to Council members. Some highlights of the design are: trees, crosswalks, pavers and construction of a raised plaza in front of the Borough building to deal with the drainage issues. Trewick Street would be widened for more of a “boulevard-type” entrance to accommodate trucks. Mr. Shaver mentioned that the proposed island on Trewick Street would create the same problems as the intersection of Front and Locusts Sts. Mr. Shaver also questioned the availability of parking for residents who need to visit the Borough building; he suggested modifying the design to keep existing parking in front of the Borough building.

Another issue they hope to solve is the drainage from the roof of the Fire Department building, as well as reconstruction of the driveway (possibly with the Borough logo on it). Mr. Albert suggested that the logo be put in front of the Borough building as well, or instead of the Fire Department driveway. A discussion was held as to whether brick pavers or stamped concrete should be used because of the traffic volume. Mr. Shaver and Mayor Acri voiced concerns about wear and tear on brick pavers. Both Mr. Shaver and Mr. Bauer said stamped concrete causes problems with utilities – it can’t be dug up as easily; Lemoyne had a lot of problems with their brick pavers. Mr. Shaver then recommended putting the epoxy resin crosswalks in. Mr. Bauer said this can be done. Mr. Albert indicated that UPS trucks turn in at Trewick Street, but come out at Locust Street. Mr. Shaver asked if a similar resin could be placed at Trewick St. to prevent turning issues. HRG will modify their plans and present them to Council at a later date. Ms. Marcinko also added that deliveries to stores in the future will be able to use Trewick St.

#### **UNFINISHED BUSINESS:**

**Mr. Brown** requested the appointment of the Pension Professional Services Selection Process Committee consisting of Mr. Spencer, Mr. Wright and Mr. Shaver. This is necessary to be compliant with Act 44. A motion was made by Ms. Marcinko to approve the committee members, seconded by Mr. Albert and approved unanimously.

**Mr. Brown** presented a proposed amendment to the United Parcel Service lease agreement. This would extend the time required to opt out of the lease to 180 days. They

said they need more stability and will search elsewhere if they need to. Currently, the lease has a 30-day opt out clause.

Mr. Wion made several observations: the Bethlehem Steel parking lot is to be public; UPS was to lease the lot over late fall and winter for Christmas-type overload. The Boys and Girls club had used part of the lot; that's why the length was kept for 30 days. UPS wants to change from a short-term to a long-term situation. Mr. Shaver was concerned about the number of trailers being parked; he thinks square footage should be reserved for the Borough with a 30-day renewal. He also said we could renew with a clause about reservation for Borough usage. Mr. Wion said the area between Pine and Locust Sts. should not be accessible. Finally, Mr. Musser suggested that we consider increasing the lease price in exchange for longer terms. The matter was referred to NEDC..

**NEW BUSINESS:**

**Mr. Wion** presented Ordinance 2012-2 – “Vehicles and Traffic” with an amendment to shift two parking zones from “elimination” to “established”: Mr. Orlando A. Donato at 673 South Front St. and the New Jerusalem A.M.E. Zion Church at Locust St. He will then re-advertise the ordinance in time for the February 21<sup>st</sup> regular meeting. A motion was made to approve the amendment by Mr. Shaver, seconded by Mr. Albert and approved unanimously.

Mr. Brown has had discussions with the Police Department, the Tax Collector and the Finance/Office Staff about rearranging offices. The police would move additional offices to the third floor and the tax collector will move to the third floor. Storage space would also be moved to the third floor for the Police and Finance/Office. The first floor would be solely for the Finance/Utilities/Manager's Office. Mr. Shaver questioned how much work would have to be done with HVAC changes, grounding, phone lines, etc. Mr. Spencer questioned the costs involved. Mr. Brown stated that the moving would be done in-house by staff; technical shifts may involve some costs. Mr. Wright did not approve of moving two offices upstairs. He also requested that the matter be referred to the Finance committee.

**AUDIENCE PARTICIPATION:** None.

**COUNCIL'S CONCERNS:**

**Ms. House** – none.

**Mr. Wright** – reminded those going to Dauphin County should be ready to leave at 5:00pm.

**Mr. Shaver** – none.

**Mr. Albert** – none.

**Mr. Spencer** – none.

**Dr. Szada** – none.

**Ms. Marcinko** – indicated that Cohen Seglias is having a Labor Seminar and she is planning to attend the event.

On motion by Mr. Albert, seconded by Mr. Shaver, the Council meeting recessed into executive session at 7:24p.m. to discuss personnel matters, land acquisition and potential litigation.

The Council meeting reconvened at 7:45 p.m., with a motion by Mr. Albert and a second by Mr. Spencer.

**ADJOURNMENT:**

There being no other business before Council, on a motion by Mr. Albert, seconded by Mr. Shaver, the meeting adjourned at 7:46 p.m. with unanimous approval.

Respectfully submitted,

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Douglas E. Brown  
Borough Manager

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Kathy I. Sosnowski  
Executive Assistant