

Council Agenda
Monday April 18th, 2016
*Subject to change

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: Meeting of April 4, 2016

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change order as presented for: March 2016

Approval of Department Reports:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works Report (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Presentation: None

Communication:

Borough of Steelton Zoning Hearing Board

Notice of Board Meeting to Consider Variance
Request to Operate a Used Car Dealership at
101 Trewick Street

Herbert, Rowland and Grubic, Inc.

Capital Region Water Headworks Screening
Project Impact Analysis Follow Up

Friends of Midland Cemetery

Notice of Increase in Membership and Update on
Activities

Borough of Steelton

Letter to Dauphin County Department of
Community and Economic Development Closing
Out 2013 Gaming Grants

Dauphin County Conservation District

Update on MS4 Activities Conducted

Unfinished Business:

Mr. Brown

APPI Electrical Energy Savings Update

Mr. Brown

PennDOT Funding for Future Project/Review of
Funding Document

Mr. Brown	Spring Cleanup/Community Day
Mr. Brown	Update on Bid Alternate Options for Brownfield Project
Mr. Minium	Discussion on Removal of Parking Meters from 300 Block of South Front Street to the 100 Block of North Front Street
New Business:	
Mr. Brown	Arts and Crafts Fair (Ken Harris) Unity Studio July
Mr. Brown	Approval of Commitment to Safety/Risk Management Policy Statement
Mr. Wion	Resolution 2016-R-____ Designating the Borough Manager as Safety Officer
Mr. Wion	Resolution 2016-R-____ Establishing Special Purpose Parking for Ms. Carina Wright
Mr. Wion	Resolution 2016-R-____ Establishing Special Purpose Parking for Ms. Nicole Williams
Mr. Wion	Resolution 2016-R-____ Establishing Special Purpose Parking for Ms. Lucinda Parker
Mr. Wion	Parking Request for Ms. Denise Sanders
Mr. Wion	Award of Bid for Purchase of Vermeer Chipper
Mr. Wion	Appointment of Mr. Emmuel Powell to Fill Vacancy on Steelton Borough Planning Commission for a Term Expiring 12/31/2016
Mr. Brown	Constellation Energy Annual Measurement and Verification Report for Year Four of Energy Savings Project

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues and pending litigation.

Other Business:

Mr. Wright	Personnel Committee Recommendation to Hire Ms. Thomastine Legget-Robinson as Part-Time Administrative Assistant at a Starting Rate of \$14 Per Hour
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Adjournment

**Steelton Borough Council Meeting Minutes
April 18, 2016**

Present:

Jeffery L. Wright, Council President
Maria Marcinko, Council Vice-President
Brian Proctor, Councilperson
Michael Albert, Council Pro-Tem
Keontay Hodge, Councilperson
Michael Segina, Councilperson
Kelly Kratzer, Councilperson
Thomas F. Acri, Mayor
David Wion, Solicitor
Douglas E. Brown, Manager
Anthony Minium, Officer-in-Charge
Amrinder Singh, Codes Officer

Absent:

None.

Call Meeting to Order:

Mr. Wright called the April 18, 2016, meeting of the Steelton Borough Council to order at 6:30 p.m.

Pledge of Allegiance:

Mr. Wright led the Pledge of Allegiance.

Moment of Silence:

Mayor Acri led a moment of silence.

Mr. Wright requested that the audience place their phones on mute.

Executive Sessions held between meetings:

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

Approval of Minutes from Previous Meeting: April 4, 2016

Mr. Wright entertained a motion to approve the meeting minutes of the April 4, 2016, meeting as presented.

On a motion by Ms. Marcinko, seconded by Mr. Albert, the minutes were approved by unanimous vote of Council.

Public Comment on Agenda Items Only:

Mr. Wright opened the floor for public comments on agenda items only. No public comments were offered.

Approval of schedules of billing, requisitions, and change order as presented for: March 2016:

Mr. Wright entertained a motion to approve the schedules of billings, requisitions, and change orders as presented for March 2016. On a motion by Mr. Albert, seconded by Mr. Proctor, the motion carried unanimously.

Approval of Department Reports:

Mr. Wright entertained discussion on the following department reports as presented to Council.

Fire Department and Ambulance (Written Report)

No comments.

Police Department (Written Report)

Chief Minium reported that at the end of March the Police Department is operating at 23 percent of its budget. Savings that are being realized by the Police Department are due mainly to being short one officer in addition to saving on overtime expenses. Chief Minium informed Council that he foresees future issues with overtime in the next couple of months because of the juvenile crime issues being experienced in the Borough. The Police Department has assigned details to deal specifically with juveniles. Chief Minium stated that overtime will go up in the near future due to this.

Chief Minium also reported that the entire Police Department received firearms training in the form of a "Shoot or Don't Shoot" simulation drill. In addition, Officer Elhadj and Officer Etnoyer received InSync training which allows them to take over responsibilities in the administrative reporting or incidents. Officer Shaub also received training in crime scene investigation. Chief Minium reported that the Department had 20 call outs for detectives in March, 12 accidents, 123 house visits and park checks, 19 foot patrols, and 7 community policing events. The Police Department is operating at an 83 percent solvability rate and an 89 percent clearance rate on crimes.

NEDC Committee (Written Report)

Mr. Proctor announced that the NEDC Committee will have a meeting on April 25th at 6:30 p.m.

Public Works Report (Written Report)

Ms. Marcinko reported that the Public Works Committee is meeting during the day with lead staffers at least once per month.

Mr. Cleckner reported that the federal mandate to change all of the street signs in the Borough to be reflective is nearly complete. There is only one area of the Borough to finish.

Ms. Marcinko reported that in the next couple of weeks the Public Works department will be replacing the wood carpet material in the children's play areas of the park. Ms. Marcinko also reported that Mr. Scott Washinger has a license to spray for weeds which is required by DEP.

The Public Works Department will also be placing portable toilets at all parks in the Borough except for Bailey Street. Ms. Marcinko stated that a portable toilet will not be placed at Bailey Street due to it being vandalized in the past. In the event that the same issues come up at other parks, the Borough will remove the portable toilets at the respective parks.

Ms. Marcinko stated that the benches at Ryan Mohn Park were destroyed by vandals. The Borough will need to use either a crane or jack hammer to clear the debris of the destroyed benches. Ms. Marcinko reported that the Ryan Mohn Foundation will no longer put money into the park due to vandalism. Once the benches are removed and the rebar is cut down, the Council will need to decide on replacing the benches. Mr. Marcinko asked Mr. Brown to follow up on this item.

Ms. Marcinko reported that she is working on getting the Tobacco Free signs for the parks. Also, the Public Works Department is asking residents to be respectful of property at the parks. There are water fountains at the parks and they are often clogged or have debris put in them. The fountains are flushed every week with Clorox.

Ms. Marcinko also stated that the Public Works Department will be mulching throughout the Borough including around the Borough welcome signs and Borough Hall.

HRG, Inc. is also talking to the contractor on the Streetscape Phase II Project about replacing the dead and dying trees along the streetscape area.

The Borough will also be placing the Steelton logo sign back at the Locust Street Steps.

Patching and paving will be commencing once the weather turns.

Ms. Marcinko also requested that Council discuss whether or not to place flower pots along Front Street like the Borough has done in the past.

Ms. Marcinko stated that she noticed a significant amount of trash on the grassy area along Swatara Street between 2nd and 3rd streets. Ms. Marcinko asked volunteers to focus on that area during the Spring Cleanup. Ms. Marcinko stated that tax dollars go towards cleaning up those properties when the Public Works crew is sent to clean up the litter of residents.

Ms. Natashia Woods asked for clarification on the area that needs to be cleaned up. Ms. Marcinko clarified the specific site and concluded her Public Works report.

Mr. Wright asked for an update on the parking situation on Pine and Harrisburg Streets due to the utilities and paving project. Mr. Wright stated that he was approached by two residents who were concerned about not receiving information on parking.

Mr. Brown responded that the Borough sent out a letter that was hand delivered to residents along Harrisburg Street detailing the closure of Harrisburg Street and the detours around said closure. In the closed section of Harrisburg Street, the contractor will work to keep the area one lane in order to accommodate local traffic. The road will also be opened before 7 a.m. and after 5 p.m. The contractor stated that they will also work with residents living in the project area to ensure access to their homes and their off street parking.

Mr. Brown stated that there should not be issues with residents getting to their homes. Mr. Brown asked that residents who have parking issues contact his office. The Borough has an on-

site representative specifically designated to help with resident issues including access to parking.

Mr. Wright asked Mr. Brown to clarify if the notice went to owners or tenants at properties since they were not mailed, but hand delivered. Mr. Brown replied that the notice was delivered by hand so it went directly to each property.

Mr. Proctor asked about mulching around the trees and if the Public Works Department will wait until the dead trees are replaced to mulch. Ms. Marcinko stated that she believes Mr. Proctor is correct.

Ms. Marcinko stated that the Borough must decide who is responsible for maintenance of the trees along Front Street. Ms. Marcinko asked if the Borough ever clarified who is responsible for maintaining the trees and tree wells along the Streetscape area. Ms. Marcinko stated that Council must figure this out.

Mayor Acri stated that he thinks this should be the responsibility of the highway department. Ms. Marcinko agreed.

Mayor Acri stated that there was never an agreement with property owners to maintain the trees nor the tree wells.

Mr. Wright asked that NEDC and Public Works determine the answer to Ms. Marcinko's question.

Ms. Kratzer then thanked Public Works for removing the concrete debris left from the destroyed benches at Ryan Mohn Park. Ms. Kratzer stated that the Public Works staff removed all debris with a reciprocating saw and were able to save one table. However, Ms. Kratzer stated, the Ryan Mohn Foundation will not be investing further into the park due to the expense of installing the benches, which were subsequently destroyed.

Mr. Wright then entertained the Codes Report.

Codes Department (Written Report)

Mr. Singh reported that the Codes Office issued 6 permits in March and issued 39 citations. The Codes Office also attended 12 court hearings and conducted 143 rental inspections. As a result of the rental inspections, the Codes Office found 394 violations. Mr. Singh reported that only 10 properties passed their rental inspection in March. The Codes Department will be working on educating property owners about the requirements that need to be met during a rental inspection.

Property Maintenance Officer Jim Souder visited 104 properties for quality of life issues and issued warnings and citation for the violations found at these properties. 35 notices of violations were issued in March. These notices are a result of tenant complaints about their properties. The 35 notices resulted in 284 violations issued. No properties were condemned in the month of March.

Mayor's Report (Oral Report)

Mayor Acri reported on the progress made in planning the May 7th Veterans Appreciation Day Parade. Mr. Acri stated that Borough staff is in the process of placing follow up calls to past participants that they have not heard a response from.

Mayor Acri also reported on the news story about Captain Alfred Halfpapp, a WWII pilot whose remains were discovered in 2014 and finally returned home to Steelton in April 2016. Mayor Acri stated that the Veterans Appreciations Day Parade will be focusing on Captain Halfpapp's return. The Borough will place his name in the circle at Veterans Park and will hold a ceremony honoring Captain Halfpapp.

Borough Manager's Report (Oral Report)

Mr. Brown reported that staff made all of the follow up phone calls to participants for the parade.

Mr. Brown also reported that he is meeting with Federal Emergency Management Agency staff to submit the Borough's official expenses for Winter Storm Jonas. The state will not be funding their 25 percent share of reimbursement for the storm. Mr. Brown expects the reimbursement to be between \$40,000 and \$50,000.

Mr. Brown reported that the General Fund started the month of March with \$993,483 and ended the month with \$1.1 million. The General Fund brought in \$1,038,930 in revenue in March and spent \$904,854 in the month leaving the current operating surplus at \$134,076. Expenditures in March were heavy because of renewals of insurances.

The Sewer Fund started the month at \$2.7 million and ended the month with \$2.75 million. Sewer revenues were \$187,615 compared to \$151,244 in expenses. Mr. Brown stated that he met with HRG, Inc. to move forward with plans to spend the reserve funds on capital improvements.

Mr. Brown then reported that the Borough will hold its quarterly Finance Committee meeting on April 19th.

Councilman Proctor, Mr. Brown, and HRG, Inc. representatives will also be meeting at the Midget Baseball Field to finalize design for the Midget Baseball Field Project.

Mr. Singh and Mr. Brown will also be meeting with Mr. Wion during the week to continue the work on updating the Codes ordinances.

Mr. Brown further reported that he is finishing the hard copy newsletter to be sent out in the May billing and also met with the Tri-County Regional Planning Commission regarding developing an implementable strategic plan.

Mr. Brown also reported that he has finished the draft employee manual which has been reviewed by staff, Mr. Miller, Mr. Wion, and the Personnel Committee. Mr. Brown stated that he will be bringing this to Council in the very near future for approval.

Mr. Brown stated that he has also formed a Safety Committee of Borough staff as part of the Penn Prime Loss Control Standards Program.

Mr. Brown recognized Ms. Natasha Woods who organized the Steelton Community Cleanup Day for April 23rd.

Mr. Brown ended the report by reminding Council that they must begin considering projects to use CDBG and Gaming Grant funding for due to the application deadlines coming up.

Mr. Wright then asked for a motion to approve the department reports as presented to Council.

On a motion by Mr. Albert, seconded by Mr. Segina, Council voted unanimously to approve the reports.

Mayor Acri then stated that Mr. Halfpapp's name is on the WWII monument at Veterans Park as missing in action. Mr. Acri will work with Mr. Brown and Mr. Cleckner to ensure it is changed to reflect his return home.

Presentation:

Mr. Wright announced that there were no presentations.

Communication:

Borough of Steelton Zoning Hearing Board Notice of Board Meeting to Consider Variance Request to Operate a Used Car Dealership at 101 Trewick Street

Mr. Proctor asked how much space the proposed used car lot will take up. Mr. Singh replied that on the second page of the letter sent to Council lot #60-021-004 is outlined as the structure that will be used as the dealership's office. The property owner also owns Lot #60-021-003. The dealership will be situated on both parcels. Mr. Singh stated that a recognized alleyway of the Borough runs through parcel #60-021-003 so there will be setback requirements placed into the variance conditions. The Borough would be able to have access to the alley way as well as all of the business owners behind the two parcels.

Mr. Albert asked if a used car dealership had been there previously. Mr. Brown stated that there had been a used car dealership on the same parcel's in the past.

Mr. Singh clarified that the reason the dealership was brought to the Zoning Hearing Board was because the actual zoning for the parcel does not allow use for a used car dealership. The Codes Office referred Ms. Tael to the Zoning Hearing Board because Mr. Singh originally denied her application to use the properties for a used car dealership. The Zoning Hearing Board will be considering Ms. Tael's request for a variance on Thursday, April 21st at 6 p.m.

Mr. Proctor asked if the Zoning Hearing Board can restrict the parcel that Ms. Tael uses for a dealership to one parcel. Mr. Singh stated that the Zoning Hearing Board, because it is independent from the Borough Council, can decide any conditions it would like to place on the property.

Mr. Proctor asked if Ms. Tael would be paving the location. Mr. Singh confirmed this to be true and shared that if it was approved as a car dealership that paving the entire lot would be one condition. Other requirements for her use can also be incorporated such as lighting of the property. Further, a lot of improvements would need to be made in order for Ms. Tael to being operation of the dealership.

Mayor Acri asked how this might affect restructuring plans for across the street. Mr. Singh did not believe this would affect those plans. Mr. Singh also stated that every property owner in the area was made aware of this request, and it was also advertised in the Patriot News, twice. Any public member who has concerns is able to attend Thursday at 6:00 p.m. to vocalize their concerns.

Herbert, Rowland and Grubic, Inc., Capital Region Water Headworks Screening Project Impact Analysis Follow Up

Mr. Wright gave a brief overview of the communication.

Friends of Midland Cemetery Notice of Increase in Membership and Update on Activities

Borough of Steelton Letter to Dauphin County Department of Community and Economic Development Closing Out 2013 Gaming Grants

Dauphin County Conservation District Update on MS4 activity conducted

Unfinished Business:

Mr. Brown, APPI Electrical Energy Savings Update

Mr. Brown shared that this is a follow-up from the second Council meeting in March. At that time Council authorized the Borough to enter into an exclusive representation agreement with APPI to look at the current electric supplier/generator, bills, and contract, and basically look at what the market can currently provide in terms of savings. The current agreement is due to expire, and the Borough is currently under a month to month contract. APPI, a group that is affiliated with the Borough's Association, reported back and found that based on current market pricing for kilowatt hours that the Borough could save up to \$59,948.00 per year in electrical generation costs, which is a significant amount in savings. APPI recommended a company called Liberty Power who can offer a fixed price. Mr. Brown explained that APPI recommended locking with Liberty Power at the fixed rate of \$0.05 after Mr. Wion is able to review and approve the contract. The contract would be 36 months.

Mr. Brown recommended that Council make a motion/vote on the approving Mr. Wion to review the Liberty Power proposal and report back to Council.

Mr. Wright entertained a motion which was made by Mr. Segina, seconded by Mr. Proctor, and carried.

Mr. Brown, PennDOT Funding for Future Project/Review of Funding Document

Mr. Brown shared that this was for Council's information and review in case it comes up in the future. Mr. Brown stated that provided handout is an overview of the Community and Local Government Assistance which is offered by PennDOT. It also provides different programs to help municipalities to help with funding transportation projects. It requires some partnership with local or regional planning commission, which in the Borough's case would be the Tri-County Regional Planning Commission. At the moment, this is more for Council's information. Mr. Brown stated that he already met with Tri-County to discuss putting together an implementable, strategic plan for Council's consideration.

Mr. Brown, Spring Cleanup/Community Day

Mr. Proctor shared that the NEDC Committee is preparing a plan which incorporates Harrisburg trash trucks taking residents trash by charging residents a flat fee which has not been determined. Mr. Wright shared that Mr. Proctor began working on this 3-4 months ago and that is why Mr. Wright wanted to provide him with the opportunity to provide a brief overview.

Mr. Brown, Update on Bid Alternate Options for Brownfield Project

Mr. Brown shared that this is for Council's information but something that Council will have to act on as the Brownfields project gets started, which is completed funded by a DEP grant.

Mr. Brown shared that Council has already approved alternates in the contract during the meeting that the bid was approved. Technically, Council can approve any of the alternates under option 1 02-01 through 02-05; however, Mr. Brown wanted to let Council know that there is a second option with the project.

Essentially there will be two choices that will need to be made. First option is to perform the base bid and the alternate pay items in the bid spec which will make the site attractive as a green space. However, the site would not be taken through the Act 2 closure process which would remove all environmental liability from the Borough. The alternates, which would already approved at a previous Council meeting, include site wide utility removal, removal of foundations and flexible/rigid pavement, and restoration of the property as a green space. Mr. Brown stated that doing the alternates will leave the borough with an aesthetically pleasing property. Mr. Brown noted that the downside to choosing the alternates is not moving forward on Act 2 site closure.

Brownfield properties regularly go through what is known as Act 2 site closure. Act 2 site closure involves continued testing on the property and administrative work to have the state remove environmental liability from the project. Mr. Brown noted that Act 2 closure is marketable to developers because it is an extra step they do not need to spend time/resources on and it removes environmental liability from the property. The testing requirements under Act 2, according to Mr. Brown, require multiple years of testing. Mr. Brown informed Council that additional testing would cost the Borough funds outside of the grant in future years.

Mr. Brown reviewed the costs associated for both; doing the alternate bid items or proceeding with Act 2 closure. Mr. Brown stated both options would be covered under the grant. Mr. Brown reiterated that under Option 2, the additional costs would be \$4,000 to \$5,000 per quarter through 2018 that would be paid from Borough funds.

Mr. Brown stated that there is no Council action that needs to be taken at this meeting. Council has already approved the alternates of the contract. However, Mr. Brown wanted to make Council aware of the need to make a decision in the near future if Council does not want to proceed with alternates and would rather choose the Act 2 Site Closure option.

Once Hull and Associates are on site and can determine the level of environmental contamination on each property, they can then come back with a recommendation to Council.

Mr. Wright asked if Hull and Associates would present Council with Change Orders if the scope of direction of the project changes after the contractor gets on site. Mr. Brown affirmed that this would be the process.

Ms. Marcinko asked about the timeline of the project noting that it was supposed to start sooner but was pushed back due to problems with the first bid. Ms. Marcinko asked for an estimate time that the project will start. Mr. Brown replied that the contractor will be on site the first week of May.

Mr. Wion stated that one of the requirements of the DEP Growing Greener Grant Agreement is that the Borough establish and implement a written business integrity policy. The policy includes requirements on Borough staff and the contractor regarding ethical practices. The policy must be adopted and posted in a recognizable area during the project.

The business integrity policy, which Mr. Wion recommended for adoption, indicated that the policy applies to all employees engaged in activities with the Commonwealth of Pennsylvania or its employees under a contract of grant with the Commonwealth. Employees shall not influence or attempt to influence any Commonwealth employee to breach the standards of ethical conduct for commonwealth employees set forth in the Public Officials and Employees Ethics Act, the State Adverse Interest Act, and the Governor's Code of Conduct, or to breach any other state or federal law or regulation.

Also, the business integrity policy states that employees shall not offer, give, or agree to promise to give any gratuity to a commonwealth official or employee or anyone under the direction of the Commonwealth. The employee also cannot offer, give, or agree to promise any gratuity to a commonwealth official, employee, or any other person. Employees shall not directly or indirectly offer, confer, or agree to confer, any pecuniary benefit on anyone as consideration for the decision, opinion, or recommendation, vote, or other exercise of discretion or violation of a known legal duty by any commonwealth official or employee. Furthermore, employees shall not accept or agree to accept from any person any gratuity in connection with performance of work under the contract except as provided in the contract. Employees shall not disclose to others any information, documents, reports, data, or records provided to or prepared by the contractor under any Commonwealth contract without the prior written approval of the Commonwealth, except as required by the Pennsylvania Right-to-Know Law or other applicable law.

After reviewing the provisions of the Business Integrity Policy, Mr. Wion recommended Council consider the policy for approve pursuant to the requirements of the Growing Greener grant agreement.

Mr. Wright entertained any questions about the Business Integrity Policy as presented by Mr. Wion. No questions were offered.

Mr. Wright then entertained a motion to approve and implement the Business Integrity Policy as presented by Mr. Wion. On a motion by Mr. Proctor, seconded by Ms. Marcinko, the Business Integrity Policy was unanimously approved by Council.

Mr. Minium, Discussion on Removal of Parking Meters from 300 Block of South Front Street to the 100 Block of North Front Street

Mr. Minium recommended to Council the removal of parking meters from the 300 block of S. Front Street to the 100 block of N. Front Street. Mr. Minium stated that currently no meters in this area are certified and are out-of-service. Mr. Minium stated that none of these meters should be operational due to being out of certification. Also, the Borough is collected very little revenue off of the meters and may be spending more to service the meters than what is actually deposited in the meters.

Mr. Minium stated that he talked with Mr. Brown and Mr. Cleckner about costs to remove the meters and replace the meters with brick. Mr. Cleckner informed Mr. Minium that he has all the materials and it would only cost the Borough normal labor costs to remove the meters.

In addition, Mr. Minium recommended that the Borough auction off or scrap the metal associated with the meters to offset the employee costs of removing them.

Mr. Minium recommended that the meters be removed.

Ms. Hodge asked what the issue with the meters is at the moment. Mr. Minium replied that the meters are not certified and have not been calibrated in over one year. Mr. Minium stated that it would be cheaper to remove the meters and possibly implement a two-hour parking limit in their place. Mr. Brown stated that when the Borough collects money from the parking meter every quarter, they bring in a little over \$100, a very small amount. In the last 6 months, the Borough brought in \$169.00 in revenue from the parking meters.

Ms. Marcinko asked if the Borough can cite people who park at an expired meter. Mr. Minium stated that the police cannot cite those parked in an expired spot because the meters are not calibrated. Tickets will not hold up due to the meters not being calibrated.

Ms. Marcinko then asked how a two-hour parking alternative would be enforced. Mr. Minium stated that enforcement would be like any parking issue. Usually, the businesses themselves will call in when someone is parked in front of their property for too long. The business owner would file a complaint.

Ms. Marcinko stated that the meters were put in place because business owners were complaining about people parking in front of their establishments all day. Ms. Marcinko further stated that she would like to look into an alternative as well as put a handicapped parking space in front of the Steelton Pharmacy because that is a major concern of the pharmacy.

Mr. Wright entertained any further questions.

Mr. Brown stated that it may be appropriate to discuss the issue at the NEDC meeting in April in order to allow the committee to come back with a plan for alternative parking. That way, the Borough has an idea of what the replacement parking strategy will be.

Mr. Brown recommended the issue be referred to NEDC. Mr. Wright referred the issue to NEDC.

New Business:

Request by Mr. Ken Harris to Hold and Arts and Crafts Fair

Mr. Brown informed Council that Mr. Harris is opening an art studio in Steelton and participates in the arts community in the Harrisburg Area. Mr. Harris is interested in holding a community arts fair in Steelton in July. Mr. Harris originally asked to use the Brownfields property but Mr. Brown believes the work on those properties is too uncertain to confirm it as the location for an arts fair. Mr. Brown is considering Mohn Street Park as an alternative area.

Mr. Proctor asked Council to authorize Mr. Harris to have the event and work out the details with Mr. Brown. Ms. Marcinko stated that the issue is that Mr. Harris is asking to use Borough property. Ms. Marcinko stated that he can fill out a request form.

Mr. Proctor made a motion to authorize Mr. Harris to hold a community arts fair in Steelton Borough as long as he properly reserves a park space. Mr. Albert seconded the motion. Council voted unanimously to approve the motion.

Approval of Commitment to Safety/Risk Management Policy Statement

Mr. Brown stated that the Statement of Commitment to Safety and Risk Management is a requirement under Penn Prime Insurance's Loss Control Standards Program, a program that the Borough must follow in order to receive a 15 percent discount on their worker's compensation insurance premium. The statement commits the Borough to making safety a priority in all of its practices. It is part of satisfying Loss Control Standard #2 under the Penn Prime program.

Mr. Wright entertained a motion to approve the Statement of Commitment to Safety and Risk Management. Mr. Albert made a motion, seconded by Ms. Hodge, and approved unanimously by Council.

Designating Mr. Brown as the Borough's Safety Officer

Mr. Wion informed Council that the designation of Mr. Brown as Safety Officer of the Borough is also related to Penn Prime's Loss Control Standards Program. Mr. Wion stated that at the May 4, 2015 meeting, Council passed Resolution 2015-R-13 which states that in order to implement the Loss Control Standards, Council will designate an officer or person on behalf of the Borough to act as the Safety Officer for the Borough. In 2015, Council appointed Mr. Klinepeter pursuant to Resolution 2015-R-13. Mr. Wion stated that at tonight's meeting, Council is considering terminating Mr. Klinepeter's designation as Safety Officer and designating Mr. Brown as the new Safety Officer.

Mr. Wright asked if a resolution for designating Mr. Brown the Safety Officer is needed. Mr. Wion replied that a resolution is not needed because of the adoption of Resolution 2015-R-13 which give Council the general authority to appoint a Safety Officer. Mr. Wion stated that a motion and vote is all that is needed.

Mr. Wion recommended that the motion be made to re-designate the appointment of Mr. Ken Klinepeter as the Safety Officer for the Borough of Steelton to Mr. Brown.

Mr. Wright entertained a motion to re-designate the Borough of Steelton's Safety Officer as Mr. Brown. Mr. Albert made a motion, seconded by Mr. Segina. Council voted unanimously to carry the motion.

Resolution 2016-R-18 Establishing Special Purpose Parking for Ms. Nicole Williams

Mr. Wright entertained a motion to adopt Resolution 2016-R-18.

Mr. Proctor made a motion, seconded by Mr. Albert. Council voted unanimously to approve the motion.

Ms. Hodge stated that Council needs to go back and pass a resolution designating Mr. Brown as the Borough's Safety Officer. Ms. Hodge stated that a resolution should be passed every year making this designation because they are not "sunshined" otherwise. Mr. Wion replied that there was a general resolution authorizing the Borough to appoint a safety officer in 2015, it did not specifically name a person as Safety Officer. Separately, the Borough had a motion and vote to appoint Mr. Klinepeter as Safety Officer. The resolution, according to Mr. Wion, simply stated that the Borough would appoint a Safety Officer, which is handled through a motion and vote.

Ms. Hodge asked why we do not need a resolution to make the specific Safety Officer Appointment by name. Mr. Wion replied that Resolution 2015-R-13 authorizes Council to appoint a Safety Officer.

Ms. Hodge stated that 2016 was the beginning of a new Council Session, so everything from previous Council sessions including the 2015 resolutions should be considered dead and needing new passage. Mr. Wion stated that no resolution ever “dies” unless it is terminated by the Borough. Mr. Wion stated that a Resolution passed 10 years ago is still a valid resolution of the Borough of Steelton until Council decides to terminate said resolution. Ms., Hodge asked if this process is specified in the Borough Code. Mr. Wion replied that it is the nature of a resolution of a local governing body. Ms. Hodge expressed concern over the fact that appointments are not all made through a resolution every session of Council.

Parking Request for Ms. Denise Sanders

Mr. Wion informed Council that the Police Department conducted a traffic study at the request of Ms. Denise Sanders for a special purpose parking space at 574 S. Second Street. The traffic study found that Ms. Sanders has off-street parking to the rear of her residence. It was observed that a car was parked in the driveway when Officer Shaub conducted the traffic study. Under Borough Guideline #6, if a resident has off street parking the application for a special purpose parking space is to be rejected. Mr. Shaub provided a traffic study indicated that the space should be rejected under Guideline #6.

Award of Bid for Purchase of Vermeer Chipper

Mr. Wion informed Council that, having followed the advertising process and having received bids for the 1999 Vermeer chipper owned by the Borough, Mr. Brown is recommending the award of the bid to Mr. Richard Aungst in the amount of \$1,500. Mr. Brown indicated that he received only one bid for the chipper. The chipper will be sold to Mr. Aungst as is and will be completed through a bill of sale.

Mr. Wright entertained a motion to award the bid for sale of the 1999 Vermeer chipper to Mr. Richard Aungst in the amount of \$1,500. On a motion by Mr. Albert, seconded by Mr. Proctor, Council voted unanimously to award the bid.

Appointment of Mr. Emmuel Powell to Fill Vacancy on Steelton Borough Planning Commission for a Term Expiring 12/31/2016

Mr. Wright stated that he is very proud to be considering Mr. Emmuel Powell for the appointment to the Steelton Borough Planning Commission. Mr. Wright stated that Mr. Powell is an anchor to the Borough of Steelton and is one of the most active members of the Steelton Community. Mr. Powell expressed interest in sitting on the Planning Commission. Mr. Wright stated that there is no better candidate to be appointed to the position.

Mr. Wright entertained a motion to appoint Mr. Emmuel Powell to the Steelton Borough Planning Commission for the term expiring 12/31/2016. On a motion by Mr. Proctor, seconded by Ms. Marcinko, Council voted unanimously to appoint Mr. Emmual Powell to the Planning Commission.

Mr. Wright asked Mr. Powell to address Council. Mr. Powell thanked Council for giving him the opportunity to serve on the Planning Commission. Mr. Powell stated that he will try to do his best.

Constellation Energy Annual Measurement and Verification Report for Year Four of Energy Savings Project Audience Participation

Mr. Brown stated that the Borough is in the fourth year of the energy savings project with Constellation Energy. Under the contract with Constellation Energy, the Borough is guaranteed a dollar amount of energy savings per year. Constellation prepares and submits an annual report detailing the total energy savings under the project and identifies areas for improvement.

Four years ago, Constellation retrofitted equipment in the water filtration plant, borough building, and fire department. The main equipment changes were the installation of energy efficient lighting in all building, energy efficient thermostats, and the installation of energy efficient variable frequency drives in the water plant.

In the report provided, Constellation outlines the 10 year energy savings that they contractually guarantee to the Borough. According to Constellation Energy's report, they are meeting and exceeding the savings goals guaranteed to the Borough. This year, Constellation guaranteed saving the Borough \$36,866 in electric costs but actually saved the Borough \$38,509 in electric costs.

Mr. Brown noted that in year one there was a very significant amount of savings. Now, the guaranteed savings metric compared to actual savings are starting to close.

Mr. Brown stated that the energy savings are coming through adjusting lighting hours (times when the Borough is turning on and off its lighting); thermostat savings (using programmable thermostats to save on heating/air conditioning costs; and energy efficient variable frequency drives.

Mr. Brown noted that he performed a walkthrough with Constellation Energy during the previous week in which they inspected all equipment and facilities. Out of that meeting, Mr. Brown developed with Constellation key action items to realize additional savings. These items are: survey current stock of appropriate lamps/ballasts for energy efficient lighting and make sure lighting is replaced with energy efficient inventory, maximize scheduled unoccupied time on the programmable thermostats to run at lower or higher temperatures during non-work hours, and inspect the variable frequency drives at the water plant to adjust the run time in order to get the most out of them.

Another action item that came out of the inspection was the need to discuss the VFDs with Emerson due to them needing frequent maintenance and repair. Mr. Brown stated that the VFDs have been taken out of service three or four times since their installation. Mr. Brown is checking with Emerson to see if they can replace the drives. The official report from Constellation will be delivered on April 29th.

Ms. Marcinko asked if Con Edison is a usage broker. Mr. Brown replied that this was not correct. Con Edison is not a broker, but a generator of electricity. Ms. Marcinko stated that the Borough had entered into a contract with a broker (Patriot Energy) to get the best energy rates. Mr. Brown stated that this was an issue separate from the Constellation report.

Audience Participation:

Terry Lynne Brown – 226 North Second Street

Ms. Brown stated that she loves Steelton and was born and raised in the area. Ms. Brown stated that she is concerned for the youth of Steelton. On April 6, 2016, Ms. Brown noticed that youth were gathering in the area of her property. Some of the neighbors on her street have licenses to carry firearms. Ms. Brown is afraid that teenagers are congregating too much and is afraid that an incident may occur due to teens being confrontational.

Ms. Brown stated that it is not the Police Department's job to babysit the youth of the town. Ms. Brown further stated that she would like to help with developing a community center so that teens have something to do. Ms. Brown recommended using the old M&T Bank building as a location. Ms. Brown suggested an after school program, a Boys and Girls Club, or some other type of youth programming.

Mr. Wright stated that years ago Steelton had a Boys and Girls Club at 1 N Front Street that moved to several other areas of the Borough. Mr. Wright stated that the Borough has tried relentlessly to find programs to get kids off of the street.

Mr. Wright stated that in the past the Borough started using its funds to essentially babysit youth because parents were not picking them up.

However, Mr. Wright stated that Ms. Brown should work with Mr. Proctor, the NEDC Committee, and Mr. Brown to work on developing a youth program. Mr. Wright stated that the Borough does not have funding to pay for youth programming.

Ms. Brown then asked Chief Minium whether the youth that are causing problems are from out of town. Mr. Minium responded that there have been problems with youth from Harrisburg in the past, but the most recent problems have unfortunately been caused by Steelton youth.

Mr. Minium stated that last year there were 62 juvenile arrests for the entire year. This year, they are already up to 59 juvenile arrests in the first quarter of the year. Mr. Minium further providing information about the community policing efforts that are taking place with students at the school district. Chief Minium also pointed out that there is a Junior Police Academy.

Ms. Brown then brought up a concern about the Tax Collector not communicating with the County or properly processing tax payments.

Mr. Wright asked Mr. Brown to work with Ms. Brown to look into the issues.

Ms. Natasha Woods – 181 South Front Street

Ms. Woods thanked Mr. Brown and Mr. Minium for their assistance with the Spring Cleanup event. Ms. Woods stated that volunteers will be meeting at Representative Kim's Office at 9am to pick up supplies and receive assignments. Ms. Woods invited all to attend the cleanup.

Ms. Woods also informed Council about the Youth Town Hall meeting taking place on April 21 at the High School Auditorium.

Ms. Woods then asked Council if the Borough can ensure there is a safe route for children walking along Harrisburg Street to and from school during the Harrisburg Street construction

project. Mr. Brown stated that he will talk with the HRG, Inc. site manager to ensure there is a plan for providing a safe pedestrian way for kids walking to and from school.

Mr. Emmuel Powell – 321 Lebanon Street

Mr. Powell asked if the Borough still charges fees for special purpose parking applications. Council confirmed that they still charge a \$35 fee for applying for special purpose parking. Mr. Powell stated that the fees should go up. Mr. Powell stated that he cannot find a parking space in front of his house because of the amount of cars parked along the street. Mr. Powell stated that everyone wants a parking space in front of their house but they cannot have one. Mr. Powell stated that the fee should go up to \$100 per application.

Council Concerns

Ms. Kratzer – Welcomed Mr. Powell to the Planning Commission.

Mr. Segina – No concerns.

Mr. Albert – No concerns.

Ms. Hodge – No concerns.

Mr. Acri – No concerns.

Mr. Wion – Announced that potential litigation will be a subject discussed in Executive Session.

Mr. Singh – Mr. Singh asked Council to approve the purchase of materials for a May Building Safety Month Event and recognize May as Building Safety Month. Mr. Singh has scaled down the materials request to purchase 50 “goodie bags” instead of 100, which was proposed at the previous meeting. Ms. Marcinko stated that Council had previously voted to designate May as building safety month and read the minutes that stated so. Ms. Marcinko stated that the purchase of supplies was what was tabled and referred to the Finance Committee. Mr. Wright asked Mr. Brown if he is confident that the budget can cover the \$375 cost of materials for the event. Mr. Brown stated that he was very confident the budget could handle the costs.

Ms. Marinko made a motion to approve the purchase of Building Safety Month materials for 50 people for an amount not to exceed \$350. Mr. Albert seconded the motion. The motion carried unanimously.

Mr. Singh then welcomed Mr. Powell to the Planning Commission.

Chief Minium – No concerns.

Mr. Brown – Announced that the Executive Session will cover potential litigation as noted by Mr. Wion as well as personnel issues.

Mr. Proctor – Stated that he met with Dushawn Beecher to discuss the Steelton-Highspire Community Day. Mr. Proctor stated that Mr. Beecher was considering moving the event to Municipal Park due to the need for space to accommodate the event. Mr. Proctor wanted to make sure Mr. Brown connects with Mr. Beecher to work out the location of the Community Day event.

Ms. Marcinko – Thanked Mr. Powell for his interest in the Planning Commission. Ms. Marcinko also asked Mr. Proctor if Shadowing Tiletown is a legitimate 501-C-3 organization. Mr. Minium stated that the donations for the Community Day are actually being processed through the school district's organization. Ms. Marcinko then stated that she will be out of the state during the May 2nd meeting and requested to be authorized to participate through telephone.

Mr. Wright – Stated that he may also be out of state for the May 2nd meeting. Mr. Wright also stated that he will be in New Mexico on May 7th and will not be able to attend the Veterans Appreciation Day ceremonies, but will be honoring veterans on that day as a part of the Veterans Affairs Conference he will be participating in. Mr. Wright thanked Mr. Powell for accepting the position on the Planning Commission. Mr. Wright stated that he is looking forward to seeing everyone at the April 21st Town Hall event. Mr. Wright stated that it is important for children to know the leaders in their community and be able to reach out to them. Mr. Wright then thanked the Police Department for the job they are doing.

Assistant Chief Vance – Stated that he talked to Mr. Minium about parking issue that were addressed. Mr. Vance also stated that he would like a meeting with the contractor for the Firehouse Improvements Project to ensure they know when and where to move belongings and equipment in firehouse during the project.

Executive Session

Mr. Wright announced that Council was recessing into Executive Session at 8:10 p.m. to discuss personnel issues and pending litigation.

Council returned to Session at 9:00 p.m.

Other Business:

Personnel Committee Recommendation to Hire Ms. Thomastine Legget-Robinson as Part-Time Administrative Assistant at a Starting Rate of \$14 Per Hour

Mr. Wright entertained a motion to hire Ms. Thomastine Legget- Robinson as a Part-Time Administrative Assistant at a starting rate of \$14 per hour.

Mr. Albert made a motion, seconded by Mr. Proctor. Council voted unanimously to hire Ms. Thomastine Legget-Robinson.

Adjournment:

Mr. Albert made a motion to adjourn at 9:04 pm, seconded by Mr. Segina. Council voted unanimously to adjourn at 9:04 p.m.