

**Steelton Borough Council Agenda**

September 18, 2017

**Call Meeting to Order:** President Jeffrey Wright

**Pledge of Allegiance:** President Jeffrey Wright

**Moment of Silence:** Mayor Maria Marcinko

**Executive Sessions between meetings:**

**Approval of Minutes from previous meetings:** September 4, 2017 & September 12, 2017

**Public Comment on Agenda Items only:**

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

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

**Presentation:**

Pastor Victoria Larson

Request Approval to conduct a Blessing of the Animals on Front Street, October 7, 2017 10:00am-2:00pm

Mr. Justin Mendinsky, HRG, Inc.

Engineer's Report

**Communication:**

South Central Assembly

Invitation Interested Persons to Attend the South Central PA Summit October 18, 2017.

Aaron Neal, Director of Bands at SHSD

Offering SHSD Bands to Serve in  
Parades and other Borough Events.

**Unfinished Business:**

**New Business:**

Chief Minium

Approval to Appoint Steven Mull to  
the Civil Service Commission

Mr. Singh

Personnel Committee  
Recommendation to Employ Aaron  
Curry as a Part-time Codes Inspector

**Public Comments:**

**Council Concerns:**

**Executive Session:**

**Adjournment:**

## Steelton Borough Council Meeting Minutes

September 18, 2017

### **Present:**

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

### **Call Meeting to Order:**

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

### **Pledge of Allegiance:**

The Pledge of Allegiance was led by President Wright.

### **Moment of Silence:**

Mayor Maria Marcinko led the body in a moment of silence.

### **Executive Sessions between meetings:**

There was no Executive Meeting between meetings.

### **Approval of Minutes from previous meetings:** September 5, 2017 & September 12, 2017

Mr. Albert moved and Ms. Hodge seconded the motion that the Minutes from the September 5, 2017 and September 12, 2017 Steelton Borough Council Meeting be approved as presented. The Council cast a unanimous vote supporting the motion.

### **Public Comment on Agenda Items only:**

There were no public comments on Agenda Items.

### **Approval of schedule of billing, requisitions, and change orders as presented for:**

Mr. Albert moved that the Schedule of Billing, Requisitions and Change Orders for August, 2017 be approved as submitted. Mr. Proctor seconded the motion which passed by a unanimous vote of Council.

### **Approval of Department Reports:**

President Wright opened the floor to allow Department Heads or Council Members assigned to Borough Committees to make oral additions to the written reports submitted.

Fire Department and Ambulance- submitted a Written Report with no additional comments.

Police Department – Chief Minium highlighted portions of his written report by stating that during the month of August, the Police Department was involved in 34 Community events, 36 foot patrols, 2 adopt-a-block

clean-ups, 38 park, business and home checks, increased patrols and skateboard park checks because of after hour use complaints. He added this information to his report:

1. The Department monitors the use of budgeted funds. The Department is currently at 65% of the budget, which includes \$1,100.00 in overtime. They are over budget in one line item, which is fuel. At budgeting time, increased fuel costs was not anticipated. At this time, he anticipates the Department will be under budget for the third year in a row.
2. Chief Minium announced that the Police and Fire Departments will honor the Middletown Police Department's request that they provide assistance during the Middletown Parade scheduled for October 16, 2017.
3. For personal reasons, he will not participate in the Dancing with the Stars as scheduled.
4. The Department will no longer enforce the weight restriction requirement in accordance with Steelton Borough Ordinances 10-18 which was revised 1984. PennDot notified him that the requirement is illegal, pending approval by an engineer and PennDot. The Department will enforce State standards.
5. The Department has provided the Rollers Football Team with a beginning of season smoke screen for the second year in a row. The football players and fans really enjoy it. He shared a framed photograph of the team running onto the field through the smoke screen.
6. The Department has challenged the football team to submit recommendations on actions that can be taken to remedy the graffiti problem experienced by the Borough. Their recommendation will be followed as closely as possible. This is the Department's endeavor to understand why crimes are being committed and involve the youth.

NEDC Committee – in lieu of a written report, Mr. Proctor announced that the Committee's next meeting will be held Tuesday, September 26, 2017 at 6:30 p.m.

Public Works - in addition to the written report, Chairperson Hodge stated that the Department staff has done an excellent job as they work cleaning up the Borough and cleaning up brush in response to complaints from the citizens. She encouraged persons to let them know of any problems so that they can be addressed.

Codes Department – Mr. Singh highlighted his written report by stating in the month of August:

- 12 building permits were issued.
- 5 citations were issued.
- 37 rental units were inspected.
- 77 quality of life visits were conducted.
- 45 notices of violations were issued.

### **Mayor's Report:**

Mayor Marcinko reported that:

- ✚ She enjoys working with Chief Minium and they are in constant contact with each other.
- ✚ She announced that Prince of Peace will hold Blue Service October 1, 2017. The Service is not a Mass, but an Inter-denominational Prayer Service. Invitations have been sent to Police, Fire and

EMT workers in Dauphin, Cumberland and Lancaster Counties. There will be a reception following the Service.

- ✚ The Mayor and Police Chief met with Mr. Joe Porter, a 1960 alumni of SHHS who works with the Harrisburg Promise Program. This program involves SHSD seventh graders who sign a contract, which when met, the program will pay for their college education. Associated with that program is a Jr. Achievement Program through which the Mayor, persons from the Police Department, Ms. Kratzer, Mr. Singh and Mr. Brown have agreed to teach some third grade classes beginning in January.
- ✚ October 13, 2017 is the 125<sup>th</sup> Anniversary of the SHSD Football and Athletic Program. The school is asking persons who were involved in football, band, or cheerleading to participate in the celebration.
- ✚ Whenever the Mayor hears concerns or complaints from the community, she will refer them to the appropriate Department Head or the Council Member that heads the committee indicated.
- ✚ The Mayor and Barbara Barksdale have been working with the PA Historical Commission to ensure that items in the archives are safely stored. There is a disparity between the things that Steeltonians believe should be preserved and the things the Commission think should be preserved. Items that are not accepted by the Commission will be safely stored for future placement in a Steelton Historical Society display.
- ✚ A constituent telephoned the Mayor to complain about the Jake Brake noise on Front Street Since that is a State road the Borough will investigate and refer it to the proper entity.

Borough Manager Doug Brown reported:

- ✓ As the Borough moves toward completion of the 2018 Budget, the Departments are finalizing their budget request, a projection of revenue is being completed and staff are moving forward to develop a balanced budget to present to the Public and Council.
- ✓ Clean-up is continuing on the 101 Locust Street site. The issues regarding the transfer of the deed to the Land Bank are being worked out. The Land Bank has requested that the Borough provide a tentative floor plan for the two residences to be constructed on the land so they can develop a budget for the project. Mr. Brown will present a revised proposal from an architectural firm for consideration of the Council.
- ✓ He announced that the Chlorine Contact Tank is fully operational at the plant. He stated that there is still some work to be completed, including a Tracer Study.
- ✓ The closing on Renaissance Row has been delayed pending the completion of some Phase II Environmental Studies. There is an effort to expedite the completion of the studies.
- ✓ Mr. Brown and Ms. Kratzer met with Mr. Winger to review the employees' Pension Plan. Mr. Brown is preparing a Request for Proposal which will be presented to the Finance Committee after review by the Solicitor.
- ✓ Mr. Brown will present a request for extension of the audit contract to the Finance Committee. He will also discuss placing the audit out for bid to ensure the Borough is getting the best price for those services.

- ✓ 2012 refunding of bonds is set for closing within the next two weeks.
- ✓ The Borough is in the process of finalizing the purchase of a new Fire Truck. The process is at the legal review of contract phase and will soon be presented to Council.

Mr. Proctor moved and Ms. Maxwell seconded a motion to approve the Departmental Reports as presented. The motion passed with a unanimous vote of Council.

**Presentation:**

Rev. Tonya Eza, Pastor of St. John Evangelical Lutheran Church, came before Council to request St. John and Trinity Evangelical Lutheran Church be approved to conduct a Blessing of the Animals on Front Street, October 7, 2017 10:00am-2:00pm. They would like to have the event in a public place where it will be more visible to the public and so they can get to know persons living in the community. They would like to hold the event in a place where persons can drive up and have their live animals, plush animals, and photos of animals receive prayer and be blessed. After discussion, Mr. Albert moved that the Blessing of the Animals be held October 7, 2017 from 10:00am – 2:00 pm. on the Steelton Borough property located on Front Street across from the Frederick Douglas Borough Building. Mr. Proctor seconded the motion, which passed by a unanimous vote of Council. In addition, the Steelton Community Cats will conduct a Vaccine Clinic in conjunction to the Animal Blessing event. Chief Minium is to work with the churches and the Steelton Community Cats Association to ensure the location and set-up of the environment is safe.

Mr. Justin Mendinsky from HRG, Inc. presented highlights from the Engineer's Report.

Fire House Improvement Project – all outstanding construction-related warrantee items from the Phase II Project have been resolved. The Purchase Order has been prepared for the Midstate Mechanical & Electrical Company to install the required control wiring to annunciator, at which point an audible alarm should sound if any generator run errors are encountered. The generator has continued to function properly, starting up during automatic exercises on Wednesday morning, as scheduled. President Wright asked about the agreement regarding the Public Works Department. Ms. Hodge stated upon notification that the work is complete, she will have staff complete a written review indicating that the work was performed correctly and is acceptable to the Borough.

2016 Sewer Rate Study – HRG continues to work with Borough staff to review available information regarding sewer rates of municipalities of similar size. Mr. Mendinsky is working closely with Mr. Brian Handley in the Borough Water Department on this project.

Storm Water Management Program (MS4 Program) – The Notice of Intent Application for 2018 - 2022 was submitted to the Department of Environmental Protection. He reminded persons that the Pollution Reduction Plan, which was included in the Intent of Application, must be completed within a five year period.

Adams Street Townhomes Project – Mr. Mendinsky stated that they were waiting to receive the report from the geoen지니어ing firm they hired to review and make recommendations regarding grading the land and the retaining wall currently in place. The issue is that having the grading lower than the retaining wall could be problematic, therefore they needed input from someone more familiar with that issue. They were also waiting for reports from the soil samples. Mr. Brown stated that his office received the soil sample report earlier in the day, so it is now available for review.

Skate Park Project – The project is substantially completed and will be in order for the Grand Opening of the Skate Park scheduled for September 23, 2017 at 2:00 p.m.

Washington Street Sewer Rehabilitation Project - The contract for completion of the project was awarded to DeTraglia Excavating, Inc. The company plans to work aggressively to complete the project. Materials delivery is scheduled for September 28, 2017.

Land Development Plan Review – Medical Cannabis Dispensary – HRG is currently reviewing the Site Development Plan to ensure they are in compliance with Steelton Borough Ordinances. They will submit a summary letter of their findings following the review.

Projects mentioned in the written report but not brought before Council include:

Midget Baseball Field CDBG Project – waiting for information from the U.S. Department of Labor regarding back wages owed by Steele City Contracting.

Mulberry Alley & Bessemer Street Infrastructure Improvement Project – All construction work has been completed. As soon as the closeout documents are completed, they will be presented to Steelton Borough.

5-Year Capital Improvement Plan – HRG continues to work with Borough staff gathering information needed to develop the plan.

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

**Communication:**

South Central Assembly sent a Letter of Invitation to persons interested in attending the South Central PA Summit scheduled for October 18, 2017.

Aaron Neal, Director of Bands at Steelton-Highspire School District stating the District Bands are available to play at Parades held by the Borough. The Music Department requests the Borough assist the music program by giving the students the opportunity to experience this type of community service.

**Unfinished Business:**

No unfinished business was brought before Council at this meeting.

**New Business:**

Chief Minium requested Council appoint Steven Mull to the Civil Service Commission to fill a vacancy made earlier this year. Mr. Mull was the only person to respond to an advertisement for persons to fill the vacancy. Mr. Mull introduced himself to the Council. He stated that he has resided on Pine Street for 39 years. He believes the Borough is moving in the right direction. He further stated that he recently retired and wishes to volunteer time in service to the community. Mr. Wion clarified that Mr. Mull holds no appointed or elected position. Mr. Proctor moved and Ms. Kratzer seconded the motion that Mr. Steven Mull be appointed to the Civil Service Commission for a term that ends December 2019. The Council unanimously passed the motion.

Mr. Singh stated that the Personnel Committee met and is presenting a recommendation to hire a person to fill the vacant Part-time Maintenance Officer in the Codes Department. Personnel Committee Chair, Mr. Wright explained the hiring process for this vacancy. Thirty-four persons submitted applications for the position, the applicants were narrowed down to seven, five of the qualified persons were seeking full-time employment, only two persons were interested in a part-time position, of those two, the Committee recommends that the Borough hire Mr. Aaron Curry. Mr. Curry currently operates a Handyman Service, so he is

is familiar with constructional requirement for properties.

Mr. Wion stated that he would have to sign a waiver acknowledging that he cannot conduct Handyman services within the boundaries of the Borough of Steelton. Mayor Marcinko asked if this should be a provisional employment until criminal background check and reference checks have been completed. Mr. Brown stated that the criminal background check had been completed and found acceptable. However, reference checks had not been completed. Mr. Segina, President Pro-Tem conducted the vote because both the President and Vice President of Council are members of the Personnel Committee. Mr. Albert moved that Mr. Curry be hired as a part-time Codes Maintenance Officer, working 30 hours per week with a pay rate of \$14.00 per hour, provided the reference checks are completed and positive. Ms. Maxwell seconded the motion which was passed by a unanimous vote of Council.

President Wright announced that Council will recess into an Executive Session to discuss personnel issues.

**Public Comments:**

Dennis Heefner, 327 Swatara Street – expressed three concerns 1) the damage frequently done to the street light on the corner of Front and Pine Street. Mr. Keefer offered the following solution: Place three steel posts in concrete along the curb line. With the barriers in place, persons would hit the barriers instead of the light. 2) On the right side of Swatara Street above Fifth Street there is a problem. The streets were paved 20 years ago and the top layer is beginning to pull up. He thinks the Borough needs to take a proactive approach by addressing the issue now and prevent the development of a larger problem. He recommends that the Borough fill the spider cracks with hot tar, thus preventing moisture from getting in, freezing and expanding the size of the cracks. 3) School buses travel downhill at a rapid rate causing a safety issue for the children on the bus and persons on the street. At this point, on Fourth and Swatara Street the buses and children lean to one side because of the bus speed. Mr. Keefer suggest that the buses ride their brakes so they have better control of the descent. He further suggested the installation of speed humps to force traffic to slow down. Ms. Hodge reiterated that the problem is a safety hazard. President Wright passed Mr. Keefer’s concerns to Ms. Hodge who chairs the Public Works Committee. President Wright also instructed Ms. Hodge to work with Mayor Marcinko to address the school bus speed issue.

Dr. Overseer Ragland, 149 South Second Street – Her church, True Vine Church, purchased the building from Redeeming Faith International Church. Her church now finds themselves being held responsible for the previous owner’s water and sewer bill. Dr. Ragland is asking Council to provide relief from the bill. President Wright informed her that the issue of the water bill must be presented to the Water Authority but Council can address the sewer bill issue. President Wright, Ms. Hodge, Ms. Kratzer and Ms. Maxwell engaged in conversation with Dr. Ragland regarding the situation. The following conclusions were made: Dr. Ragland is to a) gather more information about the history of the bill including the amount of the bill. b) Conduct a title search of the property to gain more information regarding its past history of ownership and ensure there are no other encumbrances on the building. c) Provide specific information regarding the dollar amount of the current bill to both the Council and Water Authority d) Work with Mr. Brown and staff in organizing and preparing the information for presentation to the Council e) present the information to the Water Authority at their October 9, 2017 meeting.

Ms. Cheryl Powell, 321 Lebanon Street – Ms. Powell requested clarification on the difference between the Codes and Public Works Departments. Mr. Singh responded that the Codes Office handles property and land compliance with State and Steelton Borough Codes. Ms. Hodge stated that Public Works is responsible for the maintenance of Steelton Borough streets, public areas, and properties owned by the Borough. Ms. Powell



then asked who should she contact regarding an unkempt bus stop and was directed to the Public Works Department. Ms. Powell reported that she had made two visits to the Skate Park and was concerned about the safety of the people using the Park. She observed persons on skateboards, scooters and bicycles without helmets or other safety gear. Mr. Segina stated that protective gear is not required in the current rules of the Skate Park. He also informed Ms. Powell that persons skate at their own risk.

Mr. Emmuel Powell, 321 Lebanon Street – Mr. Powell stated his concern about the length of time persons on Locust Street and Swatara Street have to wait for the light to turn green and allow them access to Front Street. He asked if the light could blink during certain times of the day, allowing persons to turn onto Front Street when traffic on Front Street is clear. President Wright referred his question to Mr. Brown, who could seek a solution to his concern with PennDot, since Front Street is a State Road. PERKS maintain the traffic lights and Mr. Brown will also confer with them. Secondly, Mr. Powell raised concern about the proposed storage facility to be constructed on Ridge Street. Mr. Singh informed his that the owners of the property have filed an application for a variance to build the storage facility. The property in question, 503-507 Ridge Street, is currently zoned R2. In order to build a storage facility, the property would need a variance to allow a commercial zoning code. The owners will appear at the September 21, 2017 Zoning Hearing Board at the meeting to request a variance. Mr. Singh recommended persons attend the Zoning Board meeting to express their concern. Ms. Hodge asked Mr. Powell his feelings about having a storage facility in that area. He responded that he was concerned about the facility attracting vermin to the neighborhood. Mr. Singh stated that the owners of 301 South Front Street will also appear before the Zoning Hearing Board to request a variance to have a residential facility on the first floor. The building is currently in a C1 zoning area.

Mr. Cornelius Beadon, 523 Ridge Street – Mr. Beadon expressed concern about the proposed storage unit on Ridge Street. He stated that he would present his concerns during the Zoning Board Hearing. He did state that there should not be storage units in a residential area.

#### **Council Concerns:**

Mr. Albert, Mr. Wion and Mr. Brown expressed no additional concerns.

Ms. Hodge thanked persons for coming to the meeting and expressing their concerns.

Ms. Kratzer verified with Chief Vance that the Chicken Barbeque help by the Fire Department completely sold out of food. She thanked the public for supporting the fund raising efforts of the Fire Department. She reported that the next fund raiser would occur Saturday, September 23 where the Fire Department will serve hotdogs at the Grand Opening of the Skate Park.

Ms. Maxwell stated that she had participated in the Fire House fundraiser and she was looking forward to attending the Skate Park event.

Mayor Marcinko stated that: 1) she conducted an outreach education program at Prince of Peace regarding the Medical Marijuana Dispensary. Now people are concerned about a sign on the property stating that a 2500 sq. ft. retail space available. Using that space for another project has not been discussed. 2) She shared that she was told that there SHSD would not hold football games in the evenings starting next school year. Not having those games reduces the long-term need for lights on the corner of Spruce and Sixth Streets. She wondered if the lights could be turned off if they were no longer needed, thus reducing the cost of the lights. Mr. Brown stated that he was still waiting to receive information from the residents regarding their willingness to have the lights installed. He also stated that the Borough would carry the cost of the lights. 3) The Mayor

asked if lights could be installed on the Locust Street Steps. The NEDC Committee was assigned to follow-up on her request. 4) She expressed a Public Works concern about the condition of McKinley Street. The street sweeper cannot get on the street because of sticks on the street. Residents are concerned about a huge dip that is growing in the street and could be dangerous during the winter because the hole could be filled with ice. 5) The Skate Park sign on Front and Jefferson Streets blocks the view of drivers making turns. 6) Front and Locust Streets building signs are a concern of area residents and the Mayor asked if someone could check and correct any problem there. 7) She noted success of the Carnival at the High School and the participation of the Fire and Police Departments. 8) Mayor Marcinko was contacted by Mr. George Reider, who was a member of Council in the 1960s, now living in Hartford, CT. Mr. Reider is coming to the Frederick Douglas Municipal Building Ceremony. He is particularly interested in attending the ceremony because he was instrumental in getting Mr. Douglas promoted from Sergeant to Chief. 9) She will be out of town when the Skate Park is Dedicated and for the October 4, 2017 Council Meeting.

Mr. Singh reminded persons about the Zoning Board Meeting scheduled for 6:00 p.m. September 21, 2017.

Chief Minium reported that: a) he will participate in a forum September 27, 2017 from 6:00-8:00 p.m. at Hamilton Health Center. The forum discussion will be on Know Your Rights. He thinks it will be a good opportunity to have good interaction with the community. b) Residents in the immediate Skate Park area have expressed concerns about having the activity in the neighborhood. He and Mr. Brown will go door-to-door to talk with the residents regarding their concerns. He noted that a lot of people do not read information on the Borough website or the Borough Newsletter. Some other method of communication is needed to ensure that persons have an opportunity to be informed and have their concerns addressed. To that end, the Police Department will send letters to residents affected by the Skate Park.

Chief Vance informed the body that UGI will continue flaming the tanks at least another week. The flames are well contained and he visits the site daily to ensure that safety precautions are in place.

Mr. Segina stated that he and Mr. Proctor have been working on the Skate Park Project for 14-15 months and will appreciate persons coming to the Grand Opening. He mentioned the success of the Chicken Barbeque and thanked the people for their support. He also thanked persons for attending the meeting.

Mr. Proctor thanked the people for coming to the meeting.

President Wright thanked the people for attending the meeting. He announced the opening of a new business, C&C Catering and encouraged persons in the Borough to support the business in the Borough.

#### **Executive Session:**

Mr. Proctor moved and Ms. Kratzer seconded the motion that the Council move into Executive Session to discuss personnel matters. Council recessed at 7:45 p.m.

#### **Adjournment:**

Council reconvened. Ms. Hodge moved and Ms. Kratzer seconded the motion that the meeting be adjourned. The September 18, 2017 Steelton Borough Council Meeting was adjourned at 8:06 p.m. by a unanimous vote of Council.