

# Steelton Borough Council Agenda

December 18, 2017

**Call Meeting to Order:** President Wright

**Pledge of Allegiance:** President Wright

**Moment of Silence:** Mayor Maria Marcinko

**Executive Sessions between meetings:** To Discuss Personnel Issues

**Approval of minutes from previous meeting:** December 4, 2017 Meeting

**Public Comment of Agenda items only:**

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

## **Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

NEDC Committee (Written Report)

Public Works (Written Report)

Codes Department (Written Report)

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

## **Communication:**

Steelton-Highspire School District

Requesting Attendance at the December 12, 2017 Meeting 6:00 pm. Meeting to Increase Community Involvement In The School

Capital Region Water

Notification of 2018 Capital Region Water Sewer Rates

Cummins Power Systems

Statement of Work Completed and Planned Maintenance Checklist for Steelton Firehouse Emergency Generator

PA Department of Environmental Protection

Renewal of NPDES Permit #PA0009417

Dauphin County Conservation District

Notice that Erosion and Sediment Control Plan Fees Will Be Applied beginning January 1, 2018.

Dauphin County Election Bureau

Notification of Planned Consolidation of Election Wards

Print Municipal Resident Directory & Map

Offer to Provide a 2018 Color Directory and Map for Steelton Borough

Dauphin County Department of Public Safety

Notice of New Address at 325 Frank S. Brown Boulevard

COMCAST

Notice to SCDF of \$10,000 Digital Literacy Grant Award

Mockenhaupt Benefits Group

Borough of Steelton Non-Uniformed Employees' Pension Plan

**Presentation:**

Mr. Justin Mendinsky – HRG

Monthly Engineer's Report and Approval of Application for Payment #2 to DeTraglia Excavating in the Amount of \$133,529.54 for Washington Street Sewer Rehabilitation Project

**Unfinished Business:**

Mr. Brown

Approval of Appraisal Agreement with Industrial Appraisal Company

Mr. Brown

Approval of Bids for Emergency Snow Removal in Case of Major Snowfall

Mr. Segina

Proposed Surveillance Equipment for Skate Park

**New Business:**

Mr. Wion

Ordinance No. 2017-\_\_ Amending Vehicle and Traffic Code of the Borough Regarding Special Purpose Parking Permits

Mr. Wion	Approval of Subdivision and Land Development (SALDO) Plan for the Frank S. Brown Boulevard Townhouse Project
Mr. Wion	Approval of Resolution 2017-R-__ Subdivision and Land Development Plan for Franklin Brown Boulevard Townhome Redevelopment
Mr. Wion	Approval of Resolution 2017-R-__ Fixing the Steelton Borough Boat Dock Permit Fee at \$47.00
Mr. Wion	Approval of Amendment to Community Champions Agreement
Mr. Singh	Approval for Community Champions Property Registration Solution to use Codes Logo
Mr. Brown	Approval to Renew Proposal for Property & Casualty Consulting Brokerage Services
Mr. Brown	Resolution 2017-R-__ Establishing Employee Contribution Rate for the Steelton Borough Police Pension Plan

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Personnel Issues

Mr. Wion	Approval of Resolution 2017-R-____ Amending the Steelton Borough Non-Uniform Pension to Provide a Temporary Early Retirement Window Ending December 31, 2017
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Mr. Brown

Approval of Settlement and General Release Agreement between Steelton Borough, AFSCME Council 90 and Richard Miller

Mr. Brown

Recommendation to Promote Aaron Curry to Full-Time Property Maintenance Officer at Starting Rate of \$15 per Hour

Mr. Brown

Authorization to Advertise Part-Time Property Maintenance Officer Position

**Adjournment:**

# Steelton Borough Council Meeting Minutes

December 18, 2017

## **Present:**

Jeffrey Wright, President  
Michael Segina, President Pro-Tem  
Mike Albert  
Kelly Kratzer  
Ryan Maxwell

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

**Absent With Cause:** Brian Proctor, Vice President

## **Call Meeting to Order:**

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

## **Pledge of Allegiance:**

President Jeffrey Wright led the body in the Pledge of Allegiance.

## **Moment of Silence:**

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

## **Executive Sessions between meetings:**

There was no Executive Session held at this time.

## **Approval of minutes from previous meeting:**

After a review of the December 4, 2017 minutes, Mr. Albert moved and Mr. Segina seconded a motion to approve the minutes as presented. The motion was passed by a unanimous vote of Council.

Following the approval of the minutes, Mayor Maria Marcinko made special presentations to persons whose terms on Council expire December 31, 2017.

The first honoree was Ms. Ryan C. Maxwell. Because of her exemplary work on the Water Authority, she was asked to fill the seat vacated when Ms. Marcinko was appointed Mayor of Steelton. Ms. Maxwell easily stepped in the seat and worked diligently to meet the expectations of Council Members. Ms. Maxwell received a certificate of Appreciation which read: "Ms. Maxwell performed her duties as Councilperson with fidelity and integrity Whereas Ms. Maxwell displays an exemplify commitment to the people of Steelton, not only as councilperson but as a Steelton Water Authority Board Member and community leader; Now therefore I, Maria R. Marcinko by the authority invested in me as Mayor of the Borough of Steelton do hereby issue this Certificate of Appreciation to Council Member Ryan C. Maxwell." Ms. Maxwell received a standing ovation from persons in Council Chambers.

The second recognition was to Mr. Michael Albert. Mr. Albert agreed to assume a position on the Council after the person who won the election declined to be seated. Mr. Albert, whose name was next on the vote tally, was asked to step into that seat and he willingly did so. He received a certificate of appreciation and a standing ovation, honoring his years of service to the community. His certificate read: "Whereas Michael Albert, know to everyone as Mr. Mike, has dedicated 17 years of his life to serving as a member of Steelton Borough Council Mr. Albert has been a constant and consistent champion of the Borough, including through its most challenging times and whereas Mr. Albert is a tireless advocate for Steelton and has dedicated many

years and countless hours to Steelton youths sports programs whereas Mr. Alberts long standing dedication to Steelton pride in his community and commitment to the Borough's future can be seen in everything he does. Now therefore, I, Maria R. Marcinko, by the authority invested in me as Mayor of the Borough of Steelton to hereby issue this Certificate of Appreciation to Mr. Mike". Mr. Albert received a standing ovation from persons in Council Chambers.

The final presentation was made to President Jeffrey Wright. Mayor Marcinko began her remarks by emphasizing the fact that even though she or other members of Council might disagree with Mr. Wright, they agreed to disagree and remained on friendly terms. Mr. Wright was always that person who reached out, usually the next day, to talk things out in order to ensure the work of the Borough could go forth without the hindrance of personalities or politics. His certificate read:" Whereas Jeffrey L. Wright was elected to Steelton Borough Council beginning his first term in 1997; Whereas Jeffrey L. Wright has continued to serve on Council for 20 years as of December 31, 2017; Whereas Jeffrey L. Wright served as Council Vice President from 2000-2006 and; Whereas Jeffrey L. Wright served as Council Chairman Pro-Tem from 2008-2010 and; Whereas Jeffrey L. Wright led Steelton Borough Council as Council President from 2010-2017. Whereas he has overseen initiatives that are leading to Steelton's Renaissance including the new Steelton Project, the Adams Street Townhome Project, the Steelton Skate Park, the establishment of forward thinking industries which brought the passage of the Steelton Local Economic Revitalization Tax Assistance Program and the Renaissance Row on North Front Street. Whereas as an officer of Council, Jeffrey L. Wright provided steady leadership and resiliency through some of the Borough's great challenges, including the great recession in a post industrial economy. Whereas Jeffrey L. Wright is more than just a Council Member, he is a proud U.S. Military Veteran, distinguished member of the Improved Benevolent Protective Order of the Elks of the World and Steelton's Cyrene Lodge, a loving father and a dedicated community member. Now therefore, I Maria R. Marcinko Mayor of the Borough of Steelton, proclaim December 19, 2017 Jeffrey L. Wright Day in honor of his contribution to the people of Steelton He gained a lot of experience and wisdom during those years and made an excellent President for his term". Police Chief Anthony Minium spoke on behalf of the Borough Police Department. He stated that the force appreciated the way President Wright interacted with them even when they disagreed. He was always respectful, never micro-managed and always stayed in his lane. The Department will always cherish his guidance, leadership and friendship. As a military person they decided to honor President Wright by presenting him with a framed flag with the inscriptions: "President of Council Jeffrey Wright thank you for your service from 1997 to 2017" and "This flag flew over the Municipal Building during your command and was removed December 7, 2017 (Pearl Harbor Day) by the Steelton Police Department in honor of your service". President Jeffrey L. Wright received a standing ovation by those present in Council Chambers.

President Wright stated that he completed 12 years active duty and 13 years in the Reserves. It was approximately 2 years ago that the Elks appointed him to oversee their Veterans Affairs Committee, where he now supervises Veterans' Affairs of 50 states. Mr. Wright stated that he has talked with persons on the Council and Mr. Brown and determined that the Borough is in a good place. It is important that Council members stay in their own lanes and allow the current leadership stay in place, believe and trust them to do their jobs. He stated that leadership would not be in those positions, and named Mr. Singh, if they were not trusted. Mr. Wright stated that if he discovers that Council is treating staff fairly and with respect, he will notify the residents of the community that they are not being treated respectfully and fairly. He named and discussed his relationship with each Council member that was present, letting them know how much he enjoyed working with them. He emphasized the need to work together in a friendly manner. He thanked Mr. Wion and Chief Vance for their assistance and hard work. He also talked about his relationship with Borough Manager, Doug Brown and how Doug responded to their request to return to the Borough as Borough Manager because at that time, there was no Borough Manger. He asked that Doug Brown remain in his position. Mr. Mike Musser, Ms. Rose Paul and Ms. Terry Carroll were also named as persons who have been very helpful to him during his tenure.

**Public Comment of Agenda items only:**

Mr. Dennis Heefner, 337 Swatara Street, Steelton, Chair of Planning Commission – The Frank S. Brown Townhouse Project was presented to the Planning Commission for review and action. He stated that a lot of time was spent discussing the water issue. When the project was first envisioned, HRG stated that a sewer line needed to be installed. Mr. Heefner disagreed with that decision and is now disappointed that now that it was installed and paid for, the sewer line will not be used. He expressed concern that HRG made a mistake and now, the Borough has to build another sewer line to service the property. Mr. Heefner stated that when he is sworn in as a Council Member in January, he will definitely look at the relationship with HRG.

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

Mr. Albert moved and Mr. Kratzer moved that the schedule of billing, requisitions and change orders for September 2017 be approved as presented. The motion carried by a unanimous vote of Council.

**Approval of Department Reports:**

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Chief Minium stated that there was a string of burglaries in the area at the Family Dollar Stores in Harrisburg, Swatara and Steelton. The thief would enter the store, hold the knife to the employee and take the money. A task force was immediately created with Swatara Township, with no overtime required and the person has been apprehended. When he robbed the store on Eisenhower Boulevard, he received a trick packet which allowed the Police to track him to his location and make the arrest. Swatara had the bulk of the activity and they will take the arrest, however, it is important to note that the Police Departments worked together to solve the crime. Chief Minium noted again that Steelton Police are conducting Operation Safe Holiday. The project consist of having police on heavy patron, some in unmarked vehicles, located in places that have been identified as high risk areas. The program is being operated without the use of overtime.

NEDC Committee - No report.

Public Works - No report

Codes Department (Written Report)

Mr. Singh supplemented his written report by added that the productivity of the codes office is much higher than it was last year. In the month of October they are at 85% of the budget for the year. At the end of November there was a 7% increase in revenue from all of last year, which means there will be much higher revenue by the end of 2017. People are investing in the Borough and the Department is committed to working with each property owner. \$7.9 million worth of properties were sold in the Borough since the end of November. \$8.5 million worth of construction permits have been issued. This represents a little over \$16 million that has been invested in the Borough, which is a lot higher than it was last year. A detailed report will be presented at the January Council meeting. Mr. Wright requested clarification of the figures Mr. Singh reported. Mr. Singh restated that \$16.4 million dollars of properties sold and construction permits issued up to November 30, 2017. Mr. Wright emphasized the need to keep the current staff in place. He stated that he has seen 4-5 persons in the Codes office and has never seen numbers like this reported during that time. He acknowledged that the position of Codes Officer is a tough job and thanked Mr. Singh for his hard work.

#### Mayor's Report (Oral Report)

- ✓ The Santa Run on December 16, 2017 – she thanked Chief Vance and Chief Minium. She stated that it was good to get out into the community and looks forward to a better run next year. There was only one complaint and with it a request that the run route be switched every year and notify the community earlier. She thanked Terry Carroll for preparing the gift bags.
- ✓ She and Chief Minium attended the Stake Holders SHSD meeting. Persons in Highspire, Swatara Township and Steelton will work together to handle the issues at the school. Great ideas were placed for consideration and hopefully great action to improve the conditions will follow.
- ✓ The Mayor attended the School Board meeting. Because the School Board meets on the same date as Council, she can only attend one meeting a month. She and Mayor Horner have dedicated their time to attend the meetings and share what they learned with their Councils.
- ✓ The Police Department has been participating in many community events and are coming up with many ideas to engage the community from children to seniors. The Department is doing a great job and are receiving a lot of positive comments from persons both inside and outside the community.
- ✓ In the absence of Ms. Keontay Hodge, the Mayor reported that the Steelton Community Development Foundation Community Dinner was a great success. The Police Department, Natasha Woods, Mike Segina and Doug Brown attended the event. She reported that there were 207 persons who attended the affair. Toys for Tots provided a lot of gifts and those that were not dispersed during the event were made available to persons who needed items to make their family's Christmas better.
- ✓ The Mayor's goal for the Police Department is to have people come to the police for help and not run away from fear. Persons who make bad choices will be dealt with in a police manner, however persons who make good decisions are encouraged to spend time with Police Department staff.
- ✓ The Mayor requested Council consider adding a Jr. Council person. The person who expressed interest in the position is still interested. This is his senior year of High School and he could use the experience since he is interested in a career in politics and government. The Borough of Highspire has a Jr. Councilperson, so they might be helpful in getting the program set up.
- ✓ She stated that Crime Watch listed the arrest of the suspected burglar as a joint effort between the area Police Departments. Solving the burglary and the local homicide are representative of good police work and she commends the Department for their hard work.

President Wright commented on the Police Department. He stated that he has seen four Chiefs in the Borough. This is the first time there has been good rapport with the Police Department. This is a good thing.

#### Borough Manager's Report (Oral Report)

- He met with the CEO of Firefly Dispensary earlier today when he came in to work on the property. The rebar inspection will be December 19 then work will begin on the foundation and the footers. The Ground Breaking will occur January 6, 2018 at noon. Executives from a national company also met today to discuss their using the front of the FireFly Building.
- Brownfield Stage II Reports have been provided from TRC regarding the property across from Borough Hall. The information has been shared with Chariot Companies and they will hold a teleconference December 19, 2017 to discuss with the Brownfields Developer and the Acquisitions Lender for the Project.
- Mr. Brown, the Dauphin County Library System and the SHSD have met and are discussing different programs and partnerships for next year including using the Marco lift unit with computers, books and other activities to create more structured activities for the children in

the Borough. They will begin taking the unit to the school so that the students can become familiar with it for use in the spring and summer when they are out of school.

Mr. Albert moved and Ms. Maxwell seconded the motion that the Department Reports be accepted as presented. Council passed the motion by a unanimous vote.

**Communication:**

Steelton-Highspire School District sent a letter requesting that persons attend a meeting scheduled for 6:00 p.m. at the SH High School December 12, 2017. The goal of the meeting is to create a partnership between the community and the SSD.

Capital Region Water sent notification of 2018 Capital Region Water Sewer Rates.

The Cummins Power Systems submitted a Statement of Work Completed and Planned Maintenance Checklist for work completed on the Steelton Firehouse Emergency Generator.

The Pennsylvania Department of Environmental Protection wrote the Borough regarding the Renewal of National Pollutant Discharge Elimination System (NPDES) Permit #PA0009417.

The Dauphin County Conservation District sent a notice that Erosion and Sediment Control Plan Fees Will Be Applied beginning January 1, 2018.

The Dauphin County Election Bureau sent a notification that the Election Wards in the Borough will be consolidated.

The Print Municipal Resident Directory & Map Company sent an offer to provide a 2018 Color Directory and Map for Steelton Borough. Mr. Brown requested authorization to begin dialogue with the company to begin the process, under the condition that the Solicitor approves the legal aspects of the project. Mr. Brown stated that such a map had been used in the past (perhaps in 2006). The process is that the company develops a color map of the Borough, solicits the sponsors whose location will be placed on the map. The map booklet will become a Municipal Directory that all residents will receive. Mr. Albert moved and Ms. Kratzer seconded the motion that Mr. Brown be authorized to pursue the project. The motion passed by a unanimous vote of Council.

Dauphin County Department of Public Safety sent a Notice of New Address Establishment. The new address is 325 Frank S. Brown Boulevard, Steelton, PA 17113

COMCAST sent a notice that Steelton Community Development Foundation is the recipient of a of \$10,000 Digital Literacy Grant. Mr. Brown explained that this award will provide 25 laptop computers and funding for programs that will promote to assist Seniors as they increase digital literacy and learn about cyber security. The program will be housed in the Senior Center. Mayor Marcinko asked if the program is specifically earmarked for use for digital literacy and cyber security. Mr. Brown responded in the affirmative. He also affirmed that the funding may be used for other age groups, if deemed necessary. Mr. Wion stated that the record should clearly state that the grant was awarded to the Foundation, not to the Borough and the Foundation is responsible for its use and distribution. Mr. Wion's statement was reiterated by President Wright.

Mockenhaupt Benefits Group sent a copy of the Borough of Steelton Non-Uniformed Employees' Pension Plan to Council for their information.

**Presentation:**

Mr. Justin Mendinsky, HRG Engineer presented the Monthly Engineer's Report. He noted that the report is becoming smaller because the projects started at the beginning of the year are being completed. Included in his report, Mr. Mendinsky stated:

1. The Fire house Improvement Project – Cummings, the contractor for this portion of the project, installed a generator annunciator panel December 1, 2017 during a preventive maintenance visit. They also conducted a check of the annunciator panel and reported that it worked well during the service visit.
2. There have been no final instructions provided by the US Department of Labor regarding the withholding of funds from Steele City, the contractor for the Midget Baseball Field Project.
3. The revised Subdivision and Land Development Plan for the Franklin S. Brown Townhome Project was presented to the Steelton Borough Planning Commission and has formally been presented to the Dauphin County Planning Commission and Dauphin County Conservation District. The plan was approved by the Steelton Borough Planning Commission and will be placed before Council at the December 18, 2017 meeting.
4. The Washington Street Sewer Rehabilitation Project has been substantially completed. Some paving work has been completed, however additional paving work is scheduled to occur in the spring when the weather is more conducive.
5. Work continues on the development of the 5-Year Capital Improvements Plan.
6. HRG has begun their work with the Firefly Company as they seek to move forward with the construction of the building.

Mr. Mendinsky requested Council approve Payment #2 to DeTraglia Excavating in the Amount of \$133,529.54 for Washington Street Sewer Rehabilitation Project. This amount does not include any of the uncompleted punch list items or the final pavement work. President Wright asked about continued problems with the generator. Mr. Mendinsky stated that he was informed that the generator did not start as expected, however, he does not have an explanation of the problem. He has discussed the issue with Chief Vance and they are unsure if it is a design issue or operational/maintenance issue. Mr. Segina stated that he was not aware that there was a problem with the generator starting. However, there was a question regarding the wiring and possibility of the cable being incorrectly installed. Mr. Mendinsky has been unable to make a direct contact with Cummins to get an explanation. Chief Vance stated that it did not start up on Wednesday when the check of the system is made. President Wright emphasized the need for the Public Works Department to check and approve the work done on such projects. Mr. Albert moved that Payment #2 be made to DeTraglia Excavating. The motion was seconded by Ms. Kratzer and the motion was passed by a unanimous vote of Council. Ms. Maxwell moved and Mr. Albert seconded the motion to accept the Engineer's Report as presented. The motion passed by a unanimous vote of Council.

**Unfinished Business:**

Mr. Brown stated that this item has been on the agenda previously and was included in the budget for 2018. He is requesting approval of Appraisal Agreement with Industrial Appraisal Company to conduct an on-site inspection and appraisal of the Borough's buildings, construction sites improvement, fixed and movable equipment. Mr. Brown stated that the appraisal should be conducted for three reasons: 1) for insurance purposes 2) as a depreciation study 3) to provide a computerized record of assets. Mr. Wion stated the amount of the contract is \$ 7,120.00 and this amount covers all the things listed by Mr. Brown. Also listed in the contract is \$300.00 for annual services including updating of property inventory and accounting cost record and \$500.00 for annual updating of insurable values. Mr. Wion has reviewed the contract, noting that this is the same company that completed the previous appraisal. It is Mr. Wion's recommendation that the agreement can be accepted legally. President Wright asked if the additional amounts should be added. Mr.

Segina asked if the Borough was tied to a certain number of years. The conclusion was that those were the cost for maintaining updated services and should not be added to the initial \$7,120.00 being requested now. Ms. Kratzer noted that even if additional cost were created each year for updating the information, the \$7,120.00 is a substantial savings from the original amount budgeted. Mayor Marcinko asked why Ryan Mohn Park was included in the assessment since it is located on the War Veterans Memorial Field. Mr. Brown responded that it has always been on the list of Borough property. Mayor Marcinko determined that it was counted as Borough property since it is located in the gully. Ms. Kratzer moved that the contract for assessment submitted by Industrial Appraisal Company be approved. The motion was seconded by Mr. Albert and passed by a unanimous vote of Council.

Mr. Brown submitted two bids for emergency snow removal. Both companies are called in to remove the snow and deposit it in another location. President Wright suggested that Mr. Brown be authorized to enter into an agreement if emergency snow removal is necessary. Mr. Segina moved and Mr. Albert seconded the motion that Mr. Brown be authorized to contract for emergency snow removal if needed. Ms. Maxwell asked how Mr. Brown would select which company to use. Mr. Brown stated that it depended on need. They've been used under emergency declarations and these were the companies that were available to respond. President Wright noted that the Mayor, in conjunction with Public Works will be the person declaring the snow emergency. The Mayor complimented Mr. Brown for early planning since this will avoid having to search to find contractors to assist. The motion was passed by a unanimous vote of Council. The motion passed by a unanimous vote of Council.

Mr. Segina presented additional information of the Proposed Surveillance Equipment for Skate Park. He was concerned what would happen if the cameras were broken, Comcast stated that they would accept responsibility and replace the cameras if broken. Mr. Segina stated that he would get that in writing if Council decided to move forward with the proposal. The quote presented was for two cameras, internet access and equipment fee to connect the equipment at the park. He did ask Chief Minium if there were any other areas that he felt needed to be covered. Originally, the cameras were to be pointed looking down the alley to catch speeders and the other directly on the Skate Park itself. Chief Minium thought another important point of surveillance would be pointed toward the pavilion and parking spaced to encompass the entire park. Adding the additional cameral will cost about \$40.00 per month. This is not a recommendation from the NEDC, therefore it will be tabled until the second Council meeting of January.

#### **New Business:**

Mr. Wion requested approval of Ordinance No. 2017-9 Amending Vehicle and Traffic Code of the Borough Regarding Special Purpose Parking Permits. This Ordinance provides coverage of Special Purpose Parking Permits approved by Resolution in the last six month period. Mr. Albert moved and Ms. Maxwell seconded the motion that the Ordinance be passed. The Ordinance was passed by a unanimous vote of Council.

Mr. Albert had to leave the meeting and President Wright allowed him time to make closing remarks. Mr. Albert thanked everyone for their support, particularly President Wright. He stated that during the 18 years he has been on the Council and on the Personnel Board, he believes that Doug Brown and Chief Minium are the two best persons ever hired by the Borough and he encouraged Council to keep them in place as the Borough changes and grows. He stated that he intends to remain active in the community. He also complimented Mr. Wion for his work. He received another standing ovation as he left Council Chambers.

Mr. Wion stated what was brought for consideration was the standard Subdivision and Land Development Plan. He outlined the procedure for presentation as such: Mr. Singh and Mr. Swanic will present the plan.

There will also be certain waivers that must be approved by Council individually. Following the discussion, the final action will be approval or non-approval of the plan by the passage of a Resolution that has been prepared for that purpose.

Mr. Singh stated that the project had been presented to the Steelton Borough Zoning Hearing Board to request variances. Mr. Singh listed five variances that have been approved by the Zoning Hearing Board.

- 1) ZO Section 120-43.E – Minium Street Frontage 30 feet - eight of the proposed units include street frontages of 20 feet. One of the units includes an approximately 26 foot frontage. Three of the units include the require 30 foot frontage.
- 2) ZO Section 120-43.F. (3) (1) (2) Streetscape Design Standards: Section 2 allows for a build-to-line between 12 and 30 feet from the edge of the street cartway. The plan provides for a build-to line of 9 feet.
- 3) ZO Section 120-43.F. (4) (q) [9] (d) Parking Standards: Table 2 parking standards requires a minimum of 2 spaces (on-street or on-site) for each single family attached dwelling (townhouse). The parking is deficient by 2 parking spaces.
- 4) ZO Section 120-43.F. (2) (b) Neighborhood Street Requirements: ordinance requires minimum cartway width of 32 feet curb to curb. Plan provides for an ultimate cartway width of 18 feet.
- 5) Special Exception Granted: At the Zoning Board Hearing conducted May 18, 2017, the following special exception was granted: ZO Section 120-57 location of parking spaces: Ordinance requires parking spaces to be located on the same lot, and under the ownership as a proposed principal use. Plan proposes off-street and off-site parking One were granted. The project was presented to the Steelton Borough Planning

Mr. Singh listed six waivers that have been approved by the Planning Commission.

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| 1) 99-13 & 99-14 | Relief from preliminary plan requirements            | 2017-12-06 |
| 2) 99-14.A.24    | Relief from residential density                      | 2017-12-06 |
| 3) 99-42         | Relief from sidewalk placement orientation           | 2017-12-06 |
| 4) 99-15.D       | Relief from improvement guarantee                    | 2017-12-06 |
| 5) 99-16.K.6     | Relief from sewage planning                          | 2017-12-06 |
| 6) 99-SWM        | Relief from SWM rate and volume control requirements | 2017-12-06 |

Mr. Segina moved that the waivers requested and approved by the Planning Committee be granted. The motion was seconded by Ms. Kratzer. The motion passed by a unanimous vote of Council.

Mr. Wion stated that the Borough has acquired 16 properties under the CDGB program over the past 15 years. These properties are now known as the Franklin S. Brown Boulevard Townhomes. Mr. Swanic explained that the original plan, which was developed back in 2012, called for the townhomes to be built so that the exit to the backyard would be from the second floor. The waste water system was designed and built to support those plans. However, the design plan has changed and the previously built storm system must be removed and replaced with a system that will meet the need of the current plan. Mr. Gary Lenker is the Executive Director of Tri-County Housing. The organization's chief purpose is to develop affordable housing and home ownership in Dauphin County. As a non-profit group, they depend on grants from the County. The 12 homes will be constructed in two phases. Phase I will be completed in 2018 and Phase II will be completed in 2019. The houses will be sold for less than \$100,000.00. The townhomes will be strictly for homeowners. There will be no rental or lease of property. If a family has a minimum credit score of 580, they can still purchase a home under a lease/purchase agreement. The program will allow the family to inhabit the home while they work to achieve the required 620 credit score. During the two year period of time, the family will be required to take and pass a class on home ownership and develop a credit rehabilitation plan with the housing funding source.

Mr. Wion reminded Council that it entered into an agreement October 10, 2016 with

the Redevelopment Authority and Tri-County Housing to develop the project with the Steelton Borough assuming responsibility to re-subdivide the property. In April, 2017, Council also approved an Addendum expanding the parking across to the south side of the street.

Mayor Marcinko asked if there would be a catch basin. Mr. Lenker answered in the affirmative. The Mayor also added that she thought off street parking would be a real selling point to home buyers. Ms. Maxwell asked how many parking spaces were allotted to each unit. Mr. Lenker responded that there will be two parking spaces per unit. She asked about the range of housing cost and the projected time for sale. Mr. Lenker stated that the price would range from \$ 94,000.00 to \$99,000.00. He also stated that the homes in Middletown sold within 90 days from the time it was placed on the market and he is expecting the same response for these homes.

Following discussion, Ms. Maxwell moved and Ms. Kratzer seconded the motion that Resolution 2017-R-44 Subdivision and Land Development for Franklin S. Brown Townhome Redevelopment be approved. The motion passed by a unanimous vote of Council.

The agenda item to approve the Resolution to Fix the Steelton Borough Boat Dock Permit Fee at \$47.00, was tabled until a later meeting.

Mr. Wion presented information in support of the Council approving an amendment to Community Champions Agreement. Community Champions is a group that gathers information on foreclosed properties and ensures that the Borough collects the fees owed by the bank as required by law. This is done at no cost to the Borough. The amendment to the agreement is necessary because the company is now using a different name. Mr. Segina moved and Ms. Kratzer seconded the motion that the agreement be amended. The motion passed by a unanimous vote of Council.

Mr. Singh requested approval to allow Community Champions to use the Codes Logo on correspondence they send out on behalf of the Borough. The letters will only be sent to banks that have foreclosed homes located in Steelton Borough. Council members were concerned about how the integrity of the logo would be maintained. It was determined that the company should send Mr. Wion a copy of the template they plan to use for his approval. Mr. Segina moved that the company be approved to use the logo with the review and approval of a template by Mr. Wion. Ms. Kratzer seconded the motion. A roll call vote was taken: Kratzer – yea; Maxwell – nay; Segina – yea; Wright – yea. The motion was approved with one dissenting vote, which was cast by Ms. Maxwell.

Mr. Brown requested Council's approval to renew the Proposal for Property & Casualty Consulting Brokerage Services. This company handles the Borough's Workers Compensation claims. The Worker's Compensation rate for 2018 is based on their experiences with the Borough. The premium was reduced. Ms. Maxwell moved and Mr. Segina seconded the motion that the Proposal to Renew the Contract with Property and Casualty Consulting Brokerage Services be approved. The motion carried by a unanimous vote of Council

Mr. Brown requested Council approve Resolution 2017-R-45 Establishing Employee Contribution Rate for the Steelton Borough Police Pension Plan. The Police Pension contribution will be 5% of their monthly Compensation. The motion to approve Resolution 2017-R-45 was made by Ms. Kratzer and seconded by Ms. Maxwell. The motion passed by unanimous vote of Council.

**Public Comments:**

Cheryl Powell, 321 Lebanon Street – Ms. Powell reported that Steelton Pharmacy is trying to sell off all its current stock. They desire to acquire new stock. Residents are encouraged to take advantage of sale prices. Mayor Marcinko stated that she would post the information on social media. Ms. Powell asked about persons putting a driveway in front of a garage. Mr. Segina stated that as long as it was not blocking the sidewalk there

should be no problem. Ms. Powell then asked the status of a traffic study being completed on Pine and Harrisburg Streets. Chief Minium informed her that the Borough has no control over those streets since they are owned and maintained by the Pennsylvania Department of Transportation. PennDot even required Steelton to move signs it had placed on the streets.

Emmuel Powell, Jr. 321 Lebanon Street – Mr. Powell expressed concern about the no stop left turn for traffic turning onto Harrisburg Street from Pine Street. He asked who was responsible for making that decision and could it be changed. He was informed that those streets were owned and maintained by PennDot and the Borough does not have the authority to make any changes. Mr. Brown explained that the Borough has a Memorandum Of Understanding with PennDot regarding snow removal, but other than that, traffic issues on state streets cannot be resolved by the Borough. Mr. Powell expressed his frustration at not being able to see if it is safe to make turns because persons park in the yellow lines areas that would allow clear visibility at the corners. The Mayor reports automobiles parked in yellow lined areas. Perhaps the other citizens should also make reports.

**Council Concerns:**

Ms. Kratzer congratulated Mr. Wright Mc and HN She encouraged persons to purchase their Christmas trees from the Fire Department.

Ms. Maxwell – thanked Mayor Marcinko, Mr. Brown and everybody for the opportunity to serve the community.

Mr. Singh announced that Wednesday January 3, 2018 at 7:00 p.m. the Codes Hearing Board will review an application of appeal. He thanked Mr. Albert and Ms. Maxwell for their service. He honored President Wright for his years of service and commitment to the Borough. He wished everyone a Happy Holiday. He further stated that it is great working with Council and staff. The goal of the Codes Office is to work toward the goals of the Council.

Chief Vance has no additional comments.

Chief Minium stated that it was nice to hear positive comments about the Department. He also commented on how great it is to work so closely with the Fire Department.

Mr. Wion stated Ms. Maxwell was an excellent example of activity coming into the position on Council. He stated that it was a privilege and an honor to work on the team with President Wright, who proved to be a gentleman even under pressure.

Mr. Brown stated that it was a pleasure to work with Ms. Maxwell. He noted that this was his second time working with President Wright when he was there in 2010 and when he came back in 2015.

Mr. Segina thanked Mr. Albert for his 16 years of work on Council. It was Mr. Albert that he talked to when he first began to think about running for Council and Mr. Albert was very informative and helpful. He stated that when the Council vacancy came up, he immediately thought about Ms. Maxwell and her work on the Water Authority. He thought she would be an asset to the Council and she was.

Mayor Marcinko listed six items:

- a) Kudos to the Volunteer Fire Department for all the work they do as VOLUNTEERS. She recognized that it was not an easy job, but their commitment was worthy of notice.
- b) She plans to provide some sort of recognition to the SHSD Football Team. She will work with Chiefs Vance and Minium to plan a celebration to encourage them.

- c) She remarked that it was great having employees that put safety first.
- d) She congratulated Ms. Maxwell and stated her appreciation that she just jumped in the Council position, asking the right questions and easily fitting into the group.
- e) She stated that there were Leaders and Listeners and it takes both to make things work. She encouraged the new Council to work with the Mayor and build a Team to ensure a better Steelton. There should be no hidden agendas, persons should stay in their lanes and as President Wright stated earlier, communication is the key to keeping things running smoothly.

**Executive Session:**

The meeting was adjourned in to Executive Session to discuss personnel and legal issues at 8:52 p.m. and called back into session at 9:05 p.m.

Mr. Wion requested approval of Resolution 2017-R-46, amending the Steelton Borough Non-Uniform Pension to Provide a Temporary Early Retirement Window Ending December 31, 2017. Ms. Maxwell moved and Ms. Kratzer seconded the motion approving the Resolution. The motion passed by a unanimous vote of Council.

Mr. Brown requested approval of Settlement and General Release Agreement Between Steelton Borough, AFSCME Council 90 and Richard Miller. Ms. Maxwell moved and Ms. Kratzer seconded the motion that the Agreement be approved. The motion carried by a unanimous vote of Council.

Mr. Brown and President Wright recommended the promotion of Aaron Curry to Full-Time Property Maintenance Officer at Starting Rate of \$15 per hour beginning December 19, 2017. Ms. Maxwell moved and Ms. Kratzer seconded the motion that Mr. Curry be promoted to the full-time position. The motion carried by a unanimous vote of Council.

Mr. Brown requested authorization to advertise part-time Property Maintenance Officer Position. Ms. Maxwell moved and Ms. Kratzer seconded the motion that Mr. Brown be authorized to advertise the vacant position. The motion passed by a unanimous vote of Council.

**Adjournment:**

Ms. Maxwell moved and Ms. Kratzer seconded the motion that the meeting be adjourned. The December 18, 2017 Borough of Steelton Pennsylvania Council was adjourned at 9:08 p.m. by a unanimous vote of Council.

Respectfully Submitted



Doug Brown, Secretary