

Steelton Borough Council Agenda
December 17, 2018

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Swearing in of Steelton Borough Police Officer Marchand Pendleton

Presentation of Citations to Steelton Police Officers

Approval of minutes from previous meeting: December 3, 2018

Public Comment on Agenda Items only:

Approval of schedule of billing, requisitions, and change orders as presented for:
October & November, 2018

Approval of Department Reports:

- Fire Department and Ambulance (Written Report)
- Police Department (Written Report)
- Codes Department (Written Report)
- Public Works (Written Statistical Reports)
- Parks and Recreation Committee (Oral Report)
- NEDC Committee (Oral Report)
- Stormwater Committee (Oral Update)
- Mayor's Report (Oral Report)
- Borough Manager's Report (Oral Report)

Presentation:

Communication:

Capital Region Water

Sewer (Wastewater and Stormwater)
Finances Information Request

National Storm Water Center

Congratulating Aaron Curry on the
successful completion of the
Certified Stormwater Inspector
Course

Olivia Palermo

Junior Councilperson Program
Application

Unfinished Business:

Mr. Wion Approval of Ordinance 2018-_____ Establishing Appropriations for 2019 General Fund and Sewer Fund Budgets

Mr. Wion Approve of Ordinance 2018-_____ Establishing Taxes Rates for FY2019

Mr. Wion Resolution 2018-R-__ Establishing Tax Discounts and Penalties on Tax Rates

Ms. Hodge Resolution 2018-R-__ Establishing Salaries and Benefits for Non-Union Employees for 2019 Fiscal Year

Mr. Wion ORDINANCE NO. 2018- AN ORDINANCE OF THE BOROUGH OF STEELTON, DAUPHIN COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, BY ADDING THERETO A NEW CHAPTER 56 ENTITLED "FEES, ATTORNEY COLLECTIONS" TO CREATE PROVISIONS APPROVING COLLECTION PROCEDURES AND ADOPTING INTEREST AND SCHEDULE OF ATTORNEY FEES AND CHARGES TO BE ADDED TO THE AMOUNT COLLECTED AS PART OF UNPAID REAL ESTATE TAXES FOR DELINQUENT ACCOUNTS

Mr. Wion RESOLUTION 2018 R-_____ DIRECTING DAUPHIN COUNTY TAX CLAIM BUREAU NOT TO COLLECT DELINQUENT REAL ESTATE TAX ON BEHALF OF THE BOROUGH OF STEELTON

Mr. Brown	Resolution 2018-R-__ Approving Increase of Boat Dock Fees to \$50 Permit, \$3 Sticker
Mr. Wion	Approval of Resolution 2018-R-____ Establishing Contribution Rate for Steelton Borough Police Pension Plan
Mr. Brown	Approval of Proposal from Mockenhaupt Benefits Group to Draft Statements of New Uniform and Non-Uniform Pension Plans (Restate Existing Plans)
Mr. Brown	2019 Meeting Schedule
Mr. Proctor	Resolution 2018-R-__ Appointing Carrie Baker to Steelton Borough Zoning Hearing Board for Term Ending December 31, 2020
Mr. Wion	Approval of Humane Society Agreement
Mr. Minium	Agreement between Steelton Borough and Canine Officers

New Business:

Public Comments:

Council Concerns:

Executive Session: To Discuss Personnel and Legal Issues

Other Business:

Adjournment:

Steelton Borough Council Meeting Minutes December 17, 2018

Present:

Mike Segina, Vice President
Keontay Hodge, President ProTem
Dennis Heefner
William Krovic
Kelly Kratzer
Natasha Woods

Dave Wion, Solicitor
Doug Brown, Borough Manager
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Keith Miller, Public Works
Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Brian Proctor, Aaron Curry

The meeting was called to order by Vice President Segina, who led the assembly in the Pledge of Allegiance. Following the Pledge, Mayor Marcinko led a Moment of Silence.

Mayor Marcinko swore in newly re-hired Officer Marchand Pendleton, whose daughter held the Bible as he took the oath of office. Officer Pendleton thanked Council for re-appointing him as a Police Officer in Steelton Borough.

Mayor Marcinko then swore in Canine Officers Beny and Noro. Both were assisted by their assigned partners Officer Scott Schaeffer, and Officer Cody Webster, respectively.

The minutes of the December 3, 2018 minutes were reviewed by Council. Ms. Kratzer moved, and Mr. Heefner seconded the motion that the minutes be approved with the correction of a grammatical error pointed out by Mayor Marcinko. The motion passed by a unanimous vote of Council.

There were no public comments on agenda items.

After review of the schedule of billing, requisitions, and changes for October and November 2018 Ms. Hodge moved that Council accept the reports as presented. Mr. Krovic seconded the motion which passed unanimously.

The Departmental Reports were presented for review and discussion:

Fire Department & Ambulance (written report). In addition to the written statement, Chief Vance announced there was still training on the new fire truck. Mr. Krovic added that there would be a dinner at the Prince of Peace Church. He sent out congratulations to Jacob Varbicle on passing his Interior Fire Class today. The Department is selling chicken corn soup, beef vegetable soup, and R&K subs. Orders and payments are due January 17, 2019. Items should be picked up January 24, 2018. Prices are \$8.00 per quart for the soup, Subs are \$ 6.00 and pretzel sandwiches \$5.00 each. To place your order, you may stop by or call the Fire Department, locate one of the order sheets that have been distributed throughout the Borough or call Mr. Krovic at (717) 460-8716.

Police Department: (written report) - Mayor reported that the Department is working with K9s and they have made a couple of arrests, with assistance. There was a robbery at the Steelton Pharmacy.

Codes Department: (written report)

Public Works: (written report) - Mr. Heefner had a meeting with Bob, Scott, the Borough Manager and Mr. Chicy from HRG. The topic of conversation was the Hoffer Station. Scott and Bob said there is definitely a need for the pumps to keep up with the flow from Swatara Township. It was difficult to get a reading from the flow meter because of the amount of grease that was present and prevented a good reading with the pipes on Chambers Street having the worse problem. Mr. Heefner stated that restaurants usually have a grease trap to collect the grease and a company that comes to empty the tank. He is unsure what is happening in Swatara Township; however, it is not legal to have such a large amount of grease to go through the system. The fat comes into the Borough which requires more chemicals to break it up. The Department is investigating that problem. He would like another company to come in and take a reading so when they approach Swatara Township they will be able to present two independent readings. *Mr. Heefner stated that he would like to have a motion to get bids for another company to install and read a flow meter coming from Swatara Township. Ms. Hodge made the motion which was seconded by Ms. Kratzer. The motion passed by a unanimous vote of Council.* Mr. Heefner added he, the Borough Manager, and Brian Handley have been looking for a new camera. The camera they prefer is faster and can patch a hole or crack in the line that needs repair without digging up the street. Mr. Heefner plans to bring the item up next year. The approximate cost of the camera is \$ 72,000.00.

Parks & Recreation: - Ms. Woods stated that the Committee is meeting on December 20, 2018, to begin making plans for 2019.

NEDC Committee: - Ms. Hodge announced that the Committee is scheduled to meet December 20, 2018, at 2:00 p.m.

Stormwater Committee: - Ms. Kratzer announced that the Committee will meet December 20, 2018 at 6:45. Ms. Kratzer had the opportunity to participate in a Roundtable discussion with other municipalities and get information about what they are doing about Stormwater Management.

The Mayor reports that she continues to field calls regarding the Water Authority, the Water Authority Chair, and Vice Chair. She receives calls about public works issues, which she refers to Mr. Heefner. Any Economic and Development issues are referred to Ms. Hodge. She reports that things are moving along and people are happy.

Borough Manager's Report- He reported that the Codes Officer is now certified as a National MS-4 Stormwater Inspector. It gives him credentials to conduct the inspections for illicit stormwater discharges and pretty much anything related to stormwater. The Winter Newsletter has gone to print and will be mailed out to residents. The part-time Codes Administrative

Assistant position is being advertised this week. He has been working with Penn State Harrisburg University to develop a partnership which we hope to start in the Spring semester. The partnership would involve Masters level Marketing and Business students coming in to assist Steelton in the development of a comprehensive marketing and rebranding plan. There is hope that an internship program will be developed. Of course, the project would have to be approved by Council. Mr. Brown will present the Borough's Request for a Tourism Grant. There are two new hires, one in the Water Distribution Department and one in the Public Works Department. Both seem to be working out very well. He has received calls about Water System sale and process. The Water Authority agreed to the purchase in November and information regarding the process was included in the Winter Newsletter. PA American Water plans to present its application to the Pennsylvania Public Utility Commission (PUC) January 4, 2019. This begins a review process that takes at least six to seven months; therefore it will be mid to late 2019 that a decision will be made. Residents will be receiving information from the Borough and PA American Water Company to ease the transition. Mr. Brown and the new Director of Habitat for Humanities have scheduled a meeting. Habitat for Humanities has put out Request for Proposals (RFP) for the rehabilitation of 101 Locust Street and activity on that project should begin in the Spring. The Adams Street Project is close to resolving the title issue, and Spring 2019 is still the date set for starting the project. Finally, he is meeting with Mr. Solomon and Mr. Wion regarding some direction on the Stormwater Authority.

There were no presentations made at this meeting.

The following communications were received:

- Capital Region Water sent the Final Report for Fiscal Year 2019 Water and Wastewater Rate Study Report. The report recommended rate increases for both the water system and wastewater system in 2019.
- A copy of a letter to Aaron Curry from the National Stormwater Center congratulating him for successfully completing the Certified Stormwater Inspector course. A copy of his certificate was enclosed with the letter.
- An Application for Junior Councilperson was submitted by Olivia Palermo. Ms. Hodge stated that since there is only one applicant, she would like to bring the candidate January 7, 2019, to be sworn in. Mr. Segina suggested that she come before the body, interview her, vote, and have her sworn in at the meeting. Ms. Hodge agreed to follow the recommendation of the Vice President.

Unfinished Business:

There was some confusion regarding the order of business because the second page of the revised agenda was missing. The Vice President apologized to the body for the confusion.

Mr. Wion presented Ordinance 2018-04 for approval by the Council. The Ordinance Establishes the Appropriations for 2019 General Fund and Sewer Fund Budgets. The total estimate for the General Fund Receipts and Cash is \$4,449,655.00. The forecast for Appropriations is \$4,449,655.00. The Summary of the Estimated Receipts for the Sewer Fund is \$2,325,116.00, and the Summary Of Appropriations is the same amount as the estimated receipts. Mr. Brown stated that the proposed budget was advertised twice

and laid before the public for 30 days for inspection. This reflects the vote of Council made on November 14, 2018, and follow up made with the Department heads. The funding for Officer Pendleton and the freeze in the part-time Codes Officer, which was necessary to balance the budget. Mr. Heefner had a question for Mr. Brown asking why the parking lot that is rented out to UPS and the Bar Bill parking lot show no income. Mr. Brown informed him that the property was sold to the Economic Development Corporation to encourage the acquisition of the land by potential developers. Mr. Heefner wanted to know why that income was not shown on the budget. Mr. Wion reminded him that this is the budget for 2019. *Mr. Heefner moved that the Ordinance 2018-04 be approved. The motion was seconded by Ms. Hodge and passed by a unanimous vote of Council.*

Mr. Wion requested approval of Ordinance 2018-05 Establishing Tax Rates for 2019. There is no tax increase. *Ms. Hodge moved, and Mr. Krovic seconded the adoption of Ordinance 2018-05.* In response to questions regarding debt service asked by Mr. Heefner, Mr. Brown explained that with the 2015 GOB there is still roughly \$200,000.00 left on that debt service and that is less than what the 2 mil brings in. He further explained that the debt service account holds approximately \$900,000.00; however the debt owed is \$ 1.15 million. *The motion was approved by a unanimous vote of Council.*

Mr. Wion presented Resolution 2018-R-21 for consideration of Council. The Resolution set the Tax Discounts and Penalties for the Tax rates established in an Ordinance 2018-05. *Ms. Hodge moved that Resolution 2018-R-21 be passed by Council. Ms. Woods seconded the motion which passed by a unanimous vote of Council.*

Ms. Hodge requested Council approve a Resolution establishing Salaries and Benefits for Non-Union Employees for 2019. Mr. Brown explained that the health care benefits are the same as last year and he does not take health benefits nor monetary compensation. He further noted that the salaries are in line with those of the ASCME contract. *Ms. Kratzer moved that Resolution 2018-R-22 be passed. Mr. Krovic seconded the motion which passed by a unanimous vote of Council.*

Mr. Wion introduced an Ordinance to Amend Chapter 56 to Create Provisions Approving Procedures and Adopting Interest and Schedule of Attorney Fees and Charges to be Added to the Amount Collected as Part of Unpaid Real Estate Taxes on Delinquent Accounts. *Mr. Heefner moved, and Ms. Kratzer seconded the passage of Ordinance 2018-06 as presented by Mr. Wion. The motion received a unanimous vote.* This Ordinance begins with the collection of 2018 taxes.

Mr. Wion requested Council approve a Resolution Directing Dauphin County Tax Claim Bureau Not To Collect Delinquent Real Estate Taxes On Behalf Of the Borough of Steelton. *Resolution 2018-R-23 was passed unanimously upon a motion made by Ms. Hodge and seconded by Mr. Krovic.*

Mr. Brown requested Council approve a Resolution increasing boat dock fees. Mr. Heefner asked if any of the money gained by the increase in dock fees could be used to putting drains under the overpass that would send water toward the river. Mr. Brown explained that the money could not be used for that. Mr. Wion further told that the fees collected for the permit and sticker fees can only be used to cover the administrative cost of providing the permit and fees. Any other use would equate to a tax, which the

Borough cannot do. *Mr. Heefner moved that the cost of a Permit for use at the Boat Dock be increased to \$ 50.00 and the Sticker cost be increased to \$ 3.00. Ms. Kratzer seconded the motion and Council unanimously passed Resolution 2018-R-24.*

Mr. Wion requested approval of Resolution 2018-R-25 which Establishes the Contribution Rate for the Steelton Borough Police Pension Plan. The Resolution states that Police Officers are required to make a 5% monthly contribution to their Pension Plan. *Mr. Heefner moved and Mr. Krovic seconded the motion that Resolution 2018-R-25 be passed. Council passed the Resolution by a unanimous vote.*

Mr. Brown requested Council approve the Proposals from the Mockenhaupt Benefits Group to draft documents for the restatement of the Uniform and Non-Uniform Pension Plans. The proposals will restate the existing Pension Plans as part of the transition to new Trustees and Investment Management Company. *Ms. Hodge moved, and Ms. Kratzer seconded the motion that the proposal from the Mockenhaupt Benefits Group be accepted. The motion passed by acclamation of Council.*

Mr. Brown presented the revised 2019 Meeting Schedule for approval of Council. After review, *Ms. Woods moved, and Mr. Heefner seconded the motion that the schedule be accepted with revisions. The motion passed unanimously.* The changes included ensuring that the Parks & Recreation Committee be notified if the Zoning Board will meet so that they can meet in the Fire House instead of in Council Chambers. A meeting schedule for the Stormwater Committee must be planned and added to the schedule. Mr. Brown stated that he would advertise the schedule in the Patriot-News and Mr. Segina noted that he would post it on the Borough website.

The Resolution to Appoint Carrie Baker to the Zoning Hearing Board was tabled until the January 7, 2019 meeting, when appointments are made.

Mr. Wion requested Council approve the Agreement between the Humane Society and the Borough of Steelton for the housing of dogs and cats when necessary. *Ms. Kratzer moved that the Borough authorize \$ 980.00 as payment to the Humane Society for the housing of dogs and cats with the changes requested. Ms. Woods seconded the motion which passed by a unanimous vote of Council.* The changes recommended by Mayor Marcinko are that the Borough continues to accept the Animal Rescue Services at a charge of \$50.00 per month in case there are any emergencies. She recommends that the Society not be authorized for pickup service, and the agreement includes the request from the Police Department that the Society report any information provided by a person picking up an animal from the shelter. Also, Mayor Marcinko suggested that the Police Department be commended for what it is doing with the animal program. Due to their efforts, the cost of using the program has gone down from \$ 49,000.00 to \$980.00 per year.

The Agreement between Steelton Borough and the Canine Officers was tabled.

New Business:

There was no new business discussed at the meeting.

Public Comments:

There were no public comments made at the meeting.

Council Concerns:

Ms. Woods thanked persons for coming out. Merry Christmas and Happy New Year.

Mr. Krovic wished persons Happy Holiday and Merry Christmas. He reminded those present that the Fire Department was holding a Soup n Sub Sale and asked for support of the fundraising effort.

Ms. Kratzer offered congratulations on the Canine program. She discussed the money the Borough saved in starting the program with fundraising done on behalf of the program. Ms. Kratzer wished everyone a Merry Christmas and a safe Holidays. She also mentioned that there were only 7 Christmas trees left for sale at the Fire Department.

Mr. Heefner expressed concern about the amount of trash in the Borough. While riding around, he has noted trash not in trash cans, trash cans on the porch. He asked if there was any way to speed up Codes or restructuring the Codes Department to focus on this issue. Mr. Segina stated that as a part of the re-negotiated trash contract they include trash with lids attached. Mr. Krovic said that persons need to clean-up after themselves. Tops blow off, kids use them to slide down the hill, etc. Mr. Segina stated that in some areas that persons pay per can size. Mr. Heefner thinks that the Codes Department should pass out pamphlets to persons whose trash is running over, or stored on the porch or other trash violations. Borough employees should not pass by and not enforce the codes. Mr. Heefner and Mr. Segina got permission from Ms. Hodge to talk to the Codes Officer. Ms. Hodge picked up on Mr. Heffner's comment regarding all Borough employees enforcing codes, including Public Works employees. Mayor Marcinko stated that the trash company bears responsibility for trash cans out of place and keeping trash off the streets. She also said that she liked the idea of tiered payment since there are senior citizens that only put trash out every two years.

Mr. Wion, Chiefs Minium, and Vance wished persons Happy Holiday.

Ms. Leggett-Robinson stated that her husband saw the Canine Officers at work following the robbery of Steelton Pharmacy and was impressed. She also wished persons a Happy Holiday.

Mr. Brown announced the need to hold an Executive Session for personnel issues.

Ms. Hodge extended an invitation for everyone to attend the 3rd Annual Steelton Community Development's Christmas Holiday Dinner, which will be held at Prince of Peace at 5:00 p.m. Saturday. She congratulated the Junior Varsity Team for winning their game tonight. Ms. Hodge thanked the Council and the Police Department for their cooperation as things were worked out this year. She congratulated the Police Department on the addition of their Canine Officers. Finally, she thanked persons for coming to the meeting and wished everyone a Merry Christmas and Happy Other Holidays.

Mayor Marcinko announced that on January 20, 2019, there will be a Chicken Dinner at St. Lawrence Church at 2:30p.m. Tickets can be obtained from the Fire and Police Department or the Mayor. Ticket delivery is available if necessary. There will be two settings to accommodate the 200 tickets being sold.

The proceeds of the dinner will be donated to the Police Canine and Fire Department Fire Truck funds. The event will feature a band, an NFL Championship Team, a Chinese Auction, and promises to be a lot of fun. The Mayor congratulated Council for passing a budget with no tax increase again this year. She noted Steelton Borough has gone 10-12 years with no tax increase. Ms. Marcinko congratulated Mr. Curry on his accomplishments and stated that Mr. Whittaker was a pleasure to deal with. She plans to share information she received from the PA Mayor's Association that clearly explains the duties of the Mayor, the Departments, and Council. The Mayor will share it with Council and would like to have it added to the Borough website. She feels that the information will help the public understand who is responsible for what. She said that it has been a busy "whirlwind year" in which there have been many accomplishments: the Steelton Fest, a new Fire Truck, and two Canine Officers. The Borough has its ups and downs; however it has risen from the ashes like the Phoenix and, she wished everyone a Merry Christmas and Happy New Year and on to 2019.

Mr. Segina thanked persons for coming out to the meeting. He praised the Mayor for highlighting the accomplishments of this year. He emphasized the things that are planned for next year: the Adams Street Project, which should begin in the Spring; plans for the Zoning Hearing and Planning Commission to move things along to get the Front Street Project started; there has been a grant request to expand the Skate Park; Steelton Fest will occur again, and the sale of the Water System should result in the Borough being debt free by 2020-2021. He does not know of any municipality that is debt free, so that will be a real accomplishment. He thanked persons for attending the meeting.

At 8:00p.m. Ms. Hodge moved that the meeting goes into Executive Session to discuss personnel matters. The motion was seconded by Mr. Krovic and passed by a unanimous vote of Council.

At 8:14 p.m. the open session of the Steelton Council Meeting was resumed by a motion made by Ms. Hodge and seconded by Ms. Woods. The motion carried by a unanimous vote of Council.

Ms. Hodge moved, and Ms. Woods seconded a motion that the Council Meeting be adjourned at 8:16p.m. The motion carried by acclamation of the Council.

Respectfully submitted,



Douglas Brown, Secretary