

**Steelton Borough Council Agenda**  
April 1, 2019

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Marcinko

**Approval of minutes from previous meetings:** March 18, 2019 and March 19, 2019

**Public Comment on Agenda Items only:**

**Presentation:**

Mr. Randy Watts, HRG, Inc.

Monthly Engineer's Report.

Action Item: Approval to Contract with Shiloh Paving and Excavating, Inc. to Complete the 2019 Paving Project for the Amount of \$262,193.40.

**Communication:**

Steelton Borough Manager

Updated Committee Meeting Notice with Public Works Committee Changes.

PA Emergency Management Agency

Train PA Schedule of Accepted Training Across the Commonwealth.

Herbert, Rowland & Grubec, Inc.

Chapter 94 Wasteload Management Report for Calendar Year 2018.

Dauphin County

Repository Bid for Parcel Number 60-004-019.

Dauphin County Office of Tax Assessment

Notice of Change in Assessment 2440 Fourth Street. Increased value from \$95,700 to \$108,000.

Dauphin County Office of Tax Assessment

Notice of Change of Assessment  
from Exempt to Taxable: 16  
properties on Franklin S. Brown  
Boulevard.

**PUBLIC HEARING**

Mr. Segina Introduction to the Ordinance  
AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON,  
PENNSYLVANIA, CHAPTER 102 “TAXATION”, TO ADD A NEW ARTICLE, ARTICLE X  
“EARNED INCOME AND REAL PROPERTY TAX CREDIT FOR QUALIFYING  
VOLUNTEERS SERVING THE STEELTON VOLUNTEER FIRE DEPARTMENT”

**Unfinished Business:**

Mr. Wion Request to Approve Ordinance 2019-  
3.

Mr. Wion Recommendation for Resolution  
2019-R-\_\_\_ Providing for Volunteer  
Firefighter EIT Tax Incentive.

Mr. Heefner Requesting Approval of the  
Supplemental Equipment for the  
Envirosight Rovver X Camera  
System.

Mr. Wion Recommending Approval of  
Subrecipient Agreement for Dauphin  
County Community Development  
Block Grant Project 101 Locust  
Street.

Ms. Hodge Update on the SHSD Jennifer  
Morrison 11<sup>th</sup> Grade Class  
Beautification Project.

Mr. Heefner Update on Trash Committee.

Mr. Segina

Update on Request for Sewer Relief  
for 2213 South Front Street and  
Prince of Peace Church.

**New Business:**

Mr. Heffner

Recommending the Change of Street  
Sweeping End Date from November  
1<sup>st</sup> to the 3<sup>rd</sup> Friday of November.

Ms. Woods

Approval of Resolution in Support of  
Restore Pennsylvania, A \$4.5 billion  
Infrastructure Improvement Plan.

Ms. Hodge

Approval of Human Resources  
Consulting Service Agreement

**Public Comments:**

**Council Concerns:**

**Executive Session:** To Discuss Legal and Personnel Issues

**Other Business:**

**Adjournment:**

**Steelton Borough Council Meeting Minutes**  
**April 1, 2019**

Present:

Brian Proctor, President	Maria Marcinko, Mayor
Michael Segina, Vice President	David Wion, Solicitor
Dennis Heefner	Rosemarie Paul, Asst. Secretary/Treasurer
Kelly Kratzer	Police Chief Minium
William Krovic	Aaron Curry, Codes Officer
Natashia Woods	Thommie Leggett-Robinson, Exec. Asst.

Absent with cause: Keontay Hodge, Elizabeth Palermo, and Doug Brown

President Proctor called the meeting to order at 6:30 p.m. He led the body in the Pledge of Allegiance, which was followed by a Moment of Silence let by Mayor Marcinko.

*After review, Mr. Segina moved and Ms. Kratzer seconded the motion that the minutes from the March 18, 2019, and March 19, 2019 meetings be accepted as presented. The minutes were approved by a unanimous vote of Council.*

There were no public comments on agenda items.

**Presentation:**

Mr. Randy Watts, HRG, Inc. presented his monthly Engineer's Report.

Mr. Heefner requested the Hoffer Street Pumping Improvements Project be placed on hold until he and staff have the opportunity to review the project. Mr. Watts agreed to place a hold that section of that project. He stated that the manhole was already lined, so he believes that the water of concern was coming from the canal, which is twice as high as normal. His theory cannot be proven until the camera can surveil the pipe, which cannot occur until the canal water is lower and the camera can be inserted into the line.

Mr. Watts stated that a meeting between the Borough Manager, staff and persons from HRG is scheduled to occur April 4, 2019, at 4:00 p.m. The purpose of the meeting was to discuss the design of Phase II of the Skate Park Project. Mr. Proctor will attend the meeting in Mr. Brown's stead.

*Mr. Heefner moved that the Engineer's Report be accepted as presented. Mr. Segina seconded the motion which passed by a unanimous vote of the Council.*

Mr. Watts noted that the contract for completion of the 2019 Paving Project has been placed out for bid, four bids were reviewed, and the best bid was received from Shiloh Paving and Excavating, Inc. Therefore, HRG recommends that the company be awarded the contract for the project. *Mr. Segina moved and Ms. Woods seconded a motion that the contract for the completion of the 2019 Paving Project be awarded to Shiloh Paving and Excavating, Inc. for \$262,193.40.*

## **Communication:**

Steelton Borough Manager published the revised Committee Meeting calendar to reflect the change in the Public Works Committee meeting time to 11:00 a.m. on the second Tuesday of each month.

PA Emergency Management Agency sent the schedule of accepted TRAIN PA training which will occur across the Commonwealth.

Herbert, Rowland & Grubec, Inc. send a copy of the Chapter 94 Wasteload Management Report for Calendar Year 2018.

Dauphin County Office of Tax Assessment sent a Repository Bid for Parcel Number 60-004-019 for \$500.00. *Mr. Segina moved and Ms. Kratzer seconded the motion to accept the \$500.00 bid for Parcel Number 60-004-019. The motion carried by a unanimous vote of the Council.*

Dauphin County Office of Tax Assessment sent a Repository Bid for Parcel Number 60-008-026. *Mr. Segina moved and Mr. Heefner seconded the motion that the bid for \$500.00 be accepted for Parcel Number 60-008-026. The motion was passed by a unanimous vote of the Council.*

Dauphin County Office of Tax Assessment sent a Notice of Change in Assessment 2440 Fourth Street which increased in value from \$95,700 to \$108,000.

Dauphin County Office of Tax Assessment a Notice of Change of Assessment from Exempt to Taxable for 16 properties on Franklin S. Brown Boulevard.

## **PUBLIC HEARING**

*Mr. Segina moved that the regular meeting of Council be recessed and moved into a Public Hearing at 6.39 p.m. Ms. Woods seconded the motion that was passed by a unanimous vote of the Council.*

Mr. Segina introduced and read the proposed Ordinance entitled: AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF STEELTON, PENNSYLVANIA, CHAPTER 102 "TAXATION", TO ADD A NEW ARTICLE, ARTICLE X "EARNED INCOME AND REAL PROPERTY TAX CREDIT FOR QUALIFYING VOLUNTEERS SERVING THE STEELTON VOLUNTEER FIRE DEPARTMENT". There were no public comments, neither were there comments from Council members. *Mr. Segina moved and Mr. Krovic seconded the motion that Council resumes the regular meeting at 6:42 p.m. The motion passed by a unanimous vote of the Council.*

## **Unfinished Business:**

Mr. Wion requested that Council approve Ordinance 2019-3, as presented by Mr. Segina in the Public Meeting. *Mr. Segina moved that Ordinance 2019-3 be approved by the Council effective and adopted April 1, 2019. The motion was seconded by Ms. Kratzer and passed by a unanimous vote of the Council.*

Mr. Wion recommendation the Resolution providing for Volunteer Firefighter EIT Tax Incentive be approved. *Mr. Segina moved that Resolution 2019-R -6 Providing for Volunteer Firefighter EIT Tax Incentive be approved by Council. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

Mr. Heefner requested approval of a used van to house and transport the Envirosight Rover X Camera System. The van is necessary because the trailer and truck are too large to traverse the streets of the Borough. Mr. Kline was present to answer questions about the van and what it will provide. He stated that the van has room to house the camera, storage space, room for a small office that can hold a laptop computer and screen and a generator. The van being offered is a 2018 Sorrento that currently has 1500 miles recorded. The van is being offered at the CoStars price of \$59,000.00. Mr. Heefner asked Mr. Kline if the Borough could purchase the \$ 500.00 pipe repair patches as needed, and how long it would take for them to be available. Mr. Kline indicated that the patches could be purchased as needed, a compressor is needed, and it would not take long for the Borough to receive them. The Borough would have to purchase a laptop to use in the van. *Mr. Segina moved and Mr. Heefner seconded the motion that the demonstration van be purchased for a cost of \$59,000.00, provided the actual quote is received and pending the review and approval of the contract by Mr. Heefner, Mr. Proctor, and Solicitor Wion. The motion further stipulates that funds to pay for the van be taken from the Sewer Reserve Fund. The motion passed by a unanimous vote of the Council.*

Mr. Wion recommended the Council approve the Subrecipient Agreement for the Dauphin County Community Development Block Grant Project regarding the 101 Locust Street Retaining Wall Project. The total cost of the project is \$220,000.00 with \$68,844.00 received from 2018 CDBG funds. He explained that this was a standardized agreement that was originally dated February 4, 2019. The County has completed its process and is now being presented to Council for ratification. The agreement is to repair the retaining wall and rehabilitate the property. The deed was already executed so that accepting the Subrecipient Agreement was ratification of the previous agreement and supplements the efforts to complete the project. Further, he informed Council that the land has not been officially transferred to the Dauphin County Land Bank although the Borough has completed the work that needs to be done to complete the transaction. The Borough still owns the land. *Mr. Segina moved and Mr. Krovic seconded the motion to approve the Subrecipient Agreement for a **Community Development Block Grant Program 101 Locust Street.** The motion was passed by a unanimous vote of the Council.*

Ms. Hodge's presentation regarding the update on the SHSD Jennifer Morrison 11<sup>th</sup> Grade Class Beautification Project was tabled in her absence.

Mr. Heefner stated that there was no update from Trash Committee pending additional information on the proposed contract. He agreed to follow-up on the assignment.

Mr. Segina stated that the business for sewer relief at 2213 South Front Street was completed at the last Council meeting. He has met with persons at the Prince of Peace Church to discuss their request for sewer relief. He will do additional research on the use of water in their boiler operated heating system. He and Ms. Maxwell will meet to review the situation and present a recommendation to the Council.

### **New Business:**

Mr. Heffner requested Council change the ending street sweeping date from November 1<sup>st</sup> to the 3<sup>rd</sup> Friday of November. He believes that this change will make it easier to move from street sweeping to leaf removal. Making such a change will require a change in Ordinance. Chief Minium suggested that the date remain the same but ticketing be suspended until the November 30<sup>th</sup>. There was a discussion but no movement on this request.

Mr. Wion presented Resolution 2019-R-7 in Support of Restore Pennsylvania, A \$4.5 billion Infrastructure Improvement Plan for approval of the Council. The Improvement Plan will expand high-speed internet access; improve storm preparedness and disaster recovery; downstream manufacturing, business development and energy infrastructure; increase resources for demolition, revitalization, and renewal, and transportation capital projects. *Mr. Krovic moved and Ms. Woods seconded the motion to approve Resolution 2019-R-7, which passed by a unanimous vote of the Council.*

Mr. Wion presented a Consulting Service Agreement which would contract with a Human Resources company to continue to work with the Borough on human resource issues. *Mr. Segina moved and Mr. Krovic seconded the motion to accept the Human Resources Consulting Contract as presented by Mr. Wion. The motion passed by a unanimous vote of the Council.*

Mr. Wion requested approval of Resolution 2019-R-8 Authorizing the Disposition of Specified Municipal Records. *Mr. Segina moved and Ms. Woods seconded the motion that staff be authorized to dispose of specific municipal records as explained in Resolution 2019-8. The motion passed by a unanimous vote of the Council.*

Mr. Wion explained that no changes or action had been taken on the authorization of persons who have the power to execute bank business for the Borough since 2015. Therefore, he requested the Council approve such a Resolution. *Mr. Krovic moved that Resolution 2019-R-9, Authorizing the Appointment of Designated Borough Officers to Exercise Specific powers in Relation to Mid Penn Bank as Borough Depository. Mr. Heefner seconded the motion was passed by a unanimous vote of the Council.*

Mayor Marcinko brought it to the attention of the President that Police Chief Minium requested approval to present three items to the Council. She further stated that the items are coming forward as recommendations from the Police Committee.

1. The Police Department needs additional space to store records. They are requesting that the Council approve the purchase of additional cabinets. The ones they are requesting are rolling files. *Mr. Heefner moved and Ms. Kratzer seconded the motion that the Police Department be approved to use \$4,030.04 of the Weapon and Equipment funds to purchase the file cabinets. The motion passed by a unanimous vote of the Council.*
2. The Police Department was in possession of a Dauphin County automobile which was used for miscellaneous purposes, including transportation to court and training sessions. The automobile will not pass inspection and the County has determined that it will not make the necessary repairs to make it pass inspection. Chief Minium requested Council approve the purchase of a 2009 Dodge Charger from Rahal. *Mr. Segina moved and Ms. Kratzer seconded the motion to approve the purchase of a 2009 Dodge Charger for the price of \$4,672.00 for the Steelton Police Department to be paid from the weapons and equipment budget item. The motion passed by a unanimous vote of the Council.*
3. Chief Minium stated that the cost of body cameras for the Department will cost \$12,955.00. He has applied for a grant to cover the cost of this equipment and is waiting for the District Attorney's office to make the final decision regarding the grant. Upon questioning, Chief stated that the Department would keep the videos for 60 days, however, a video will be held indefinitely if it is used as evidence.

**Public Comments:**

There were no public comments expressed at the meeting.

**Council Concerns:**

Ms. Woods announced that the Easter Egg Hunt is scheduled for April 13, 2019, from 11:00 a.m. – 1:00 p.m. Over 5,000 eggs have been prepared, with games, the Fire Department and other activities there will be lots of fun.

Mr. Krovic announced that the Fire Department has Peanut Butter Eggs and Chocolate Pretzels available.

Ms. Kratzer attended the PA Municipal League Legislative Update event earlier in the day. There was a discussion about legislation regarding -local use of radar; abandoned properties needing to be rehabilitated or demolished within 12 months; tax credit for emergency volunteer workers; up to \$600.00 post-secondary tuition credits, and amend worker's compensation insurance to include PTSD to the list of occupational disabilities.

Mr. Heefner thanked persons for attending the meeting and thanked the Council for approving the van and camera.

Ms. Leggett-Robinson encouraged Council members to return their folders for use in preparing their Council packets.



Ms. Paul had no comments.

Mr. Wion stated that at the next meeting there will be a Resolution to cover the Ethics Act. He reminded the Council to complete their financial report forms.

Mayor Marcinko stated that she and Chief Minium will meet with the Susquehanna Township Public Safety Director and their accreditation team since the Steelton Police Department is working toward accreditation, which will result in a decrease in risk management insurance. April 9, 2019, she will attend training for elected officials on Managing and Supervising the Police Department. The training is sponsored by the PA State Borough's Association. April 11, 2019, the Lt. Governor is coming to tour the Borough.

Mr. Segina gave an update on the Pothole Program. He stated there is an online form which allows persons to take a picture of a pot and send it in. So far, there has been only one response. Since some persons do not have access to the internet, it is possible to bring the photograph to the Borough Office and leave the information with staff. He thanked persons for the support of the Volunteer Firefighters tax program which will become active October 1, 2019. He also thanked persons for attending the meeting.

Mr. Proctor thanked persons for attending the meeting. He stated that persons who had questions within the next 30 days regarding Borough business should email him or Ms. Paul.

**Executive Session:**

*At 7:39 Mr. Segina moved that the Council move into Executive Session to discuss Labor Negotiations and Personnel issues. Ms. Woods seconded the motion which passed by a unanimous vote of the Council.*

The Council moved into an Executive Session.

*At 7:47 p.m. Mr. Segina moved and Ms. Woods seconded the motion that the Council meeting be resumed. The motion passed by a unanimous vote of the Council.*

**Other Business:**

There was no other business discussed at the meeting.

**Adjournment:**

*At 7:47 Mr. Segina moved that the meeting be adjourned. The motion was seconded by Ms. Kratzer and the April 1, 2019, Steelton Pennsylvania Borough Council meeting was adjourned by acclamation of the Council.*

Respectfully Submitted,

Rosemarie Paul, Assistant Secretary