

**Borough of Steelton
Council Agenda
January 5, 2015**

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Public Comment on Agenda Items Only

Presentations: None

Communication: None

Unfinished Business:

Mr. Wion/Borough Manager Mohn Street Park Project

New Business: None

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

The regular monthly meeting was called to order at 6:38 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert
Denaë House
Maria Marcinko
Brian Proctor
Steve Shaver
MaryJo Szada
Jeffery Wright

Mayor Thomas Acri
Sara Gellatly, Borough Manager
Ken Klinepeter
John King, Police Chief
Sylvie Brubacher

Absent:

David A. Wion, Solicitor

PUBLIC COMMENT: AGENDA ITEMS ONLY

None

PRESENTATIONS:

None

COMMUNICATION:

None

UNFINISHED BUSINESS:

Bill Swanick, HRG – Mohn Street Park Project

Mr. Swanick confirmed the bids that we received on the project. The apparent low bidder was T.R. Stoner General Contractor. Mr. Swanick reviewed the summary of the base bids, the alternate bid and then the total bid. The alternate bid was for construction along the adjoining Third Street. We were hoping that if there was enough money or the bids came in low enough

we may have enough money to include this with this project. At this point it does not look like the funding with DCNR would cover that portion of the project. At this point we will only be able to award the base bid based on the amount shown. The alternate bid project is completely separate from the park project. A discussion was made regarding the funding of the project. A motion was made by Mr. Proctor authorizing the issuance of a notice of intent to award to the lowest responsive and responsible bidder after review of the bids by the Engineer and Solicitor. Borough Council further authorizes the Borough Manager to issue a notice of award, execute the contracts, and issue a notice to proceed following the submission of and approval of required contract documentation by the engineer and Solicitor, seconded by Mr. Albert and approved unanimously by all present.

NEW BUSINESS:

Ms. Gellatly - Approval of the Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) for the amount of \$143,639 – Ms. Gellatly requested approval of the Non-Uniformed Employees' Pension Plan Financial Requirement and Minimum Municipal Obligation for 2015. A motion was made by Mr. Shaver to approve the Non-Uniform Employees' Pension Plan MMO for the amount of \$143,639, seconded by Mr. Albert and approved unanimously by all present.

AUDIENCE PARTICIPATION:

Mr. Markis Millberry, 349 Spruce Street

Mr. Millberry asked if the Steelton Corporation is still active.

Mr. Millberry stated that he tried to get added onto the Zoning Board. He was told to provide proof of residence. He just needs the Council to vote on his approval to be on the Zoning Board. Ms. Gellatly stated that she has to speak with Mr. Wion to see if the two items he provided were sufficient.

Mr. Emmuel Powell, 321 Lebanon Street

Mr. Powell asked where the Borough got money to pay for the contractor for Lincoln Street. Ms. Marcinko stated that the money came from the General Fund.

Mr. Powell asked what is happening with the Adams Street problems. The problems are being addressed.

COUNCIL'S CONCERNS:

Mr. Shaver – the Fire Committee met with Fire Chiefs and Line Officers. One of the things that they had requested is that we actually draft a letter of transfer radios, which they will provide a list of, to the Fireman's Relieve Association so that they can pay for repairs and upkeep of the radios. The letter should contain the serial numbers of the radios. A motion was made by Mr.

Shaver to transfer the assets of the radios that were provided by Dauphin County to the Borough to the Steelton Fireman's Relief Association for their maintenance and inventory purposes, seconded by Mr. Albert and approved unanimously by all present.

Mr. Shaver stated that Mr. Acri received a note from one of the members of Fire Police is retiring after sixty years of service. The Committee would like Council to send a letter of acknowledgement to him for his years of service. A motion was made by Mr. Shaver to present a plaque to Mr. Bob Campbell for 60 years of service, seconded by Ms. House and approved unanimously by all present.

Dr. Szada – acknowledged and thanked those members of the Council who expressed condolences and attended the funeral services for her mother.

Ms. Marcinko – thanked everyone for their support.

Mr. Wright – thanked everyone for coming out. Happy New Years.

Executive Session – Mr. Wright advised that Council would be recessing into Executive Session to discuss land litigation and personnel issues.

ADJOURNMENT:

There being no other business before Council, on a motion made by Mr. Proctor, seconded by Mr. Shaver, the meeting adjourned at 7:02 pm.

Respectively Submitted:

Sara Gellatly
Borough Secretary

**Borough of Steelton
Council Agenda
February 2, 2015**

Borough Manager Approval to advertise two open positions

Borough Manager Approval to accept Sharon McCall's, Codes Department Secretary, resignation effective 2/9/2015.

Mr. Wion Resolution establishing special purpose parking for Charles Miller, Jr. on N. 2nd Street

Mr. Wion Resolution establishing special purpose parking for Delores Moser on Locust Street

Mr. Wion Resolution establishing special purpose parking for Lillie Mea Sullivan on Reading Street

Mr. Wion Resolution for disposal of listed police records

Audience Participation

Council Concerns

Executive Session: Borough Manager is requesting an executive session for potential litigation and personnel issues.

Other Business

Adjournment

The regular monthly meeting was called to order at 6:35 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert
Denae House
Maria Marcinko
MaryJo Szada
Jeffery Wright

Mayor Thomas Acri
Sara Gellatly, Borough Manager
David A. Wion, Solicitor
Ken Klinepeter
John King, Police Chief
Sylvie Brubacher

Absent:

Brian Proctor
Steve Shaver

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED

A motion was made by Mr. Albert to approve the schedules, seconded by Ms. Marcinko and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Mr. Albert to approve the department reports, seconded by Ms. Marcinko and approved unanimously by all present.

Fire and Ambulance -

Police - A motion was made by Mr. Albert to place the certification in the individual police office files, seconded by Ms. Marcinko and approved unanimously by all present.

Code Enforcement -

NEDC Committee - Ms. House provided a report on the NEDC Committee meeting. The committee developed a plan for going forward for 2015 projects.

Mayor's Report -

Public Works Report - Mr. Klinepeter reported that two salt trucks went down last night. They are currently in the shop. Mr. Klinepeter reviewed the last item on his report regarding HAA5

compounds. They are currently working with DEP and our engineers to identify possible solutions. A brief discussion was held.

Borough Manager's Report - Ms. Gellatly reported that she had been working on completing a lot of reports that are due by the end of January. She had also been working with Chief King on the restructuring of the Codes Department. She had been working with Mr. Klinepeter with getting Public Works in order, moving forward.

PUBLIC COMMENT: AGENDA ITEMS ONLY

None

PRESENTATIONS:

None

COMMUNICATION:

None

UNFINISHED BUSINESS:

Josh Fox, HRG - Engineer Report (December 12, 2014 - February 2, 2015)

Mr. Fox introduced himself as Regional Services Group Manager.

Project No. 1337.0446 (Pump Station Sewage Grinder Improvement Project) This is a project that is being funded entirely by the Community Development Block Grant Disaster Recovery Program. HRB is finalizing the design and working closely with the Borough Manager and Public Works Director. HRB will be requesting authorization from Borough Council to bid the Project at the next meeting.

Project No. 1337.0467 (Adams Street Redevelopment Storm Sewer Improvements) - This project is just about complete. HRG expects that all work will be completed within the next week, with the exception of final pavement payment and vegetative restoration. There are few items for Council's consideration this evening: Change Order No. 1, Work Change Directive No. 1, and Application for Payment No. 1.

Mr. Fox reviewed Change Order No. 1. A motion was made by Mr. Albert, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Fox reviewed the Work Change Directive No. 1. A motion was made by Ms. Szada, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Fox reviewed the Application for Payment No. 1. A motion was made by Ms. Marcinko, seconded by Mr. Albert and approved unanimously by all present,

Project No. 0124.0432 (Harrisburg & Pine Streets Utility Improvement Project) - HRB continues to coordinate work with PennDot, as well as the Public Works Director and Borough Manager for the replacement of the existing water line on Harrisburg and Pine, as well as sanitary sewer improvements. HRG will have final design drawings for PennDot on February 19th

Communication

The Borough received a letter from Steelton Borough Planning Commission Board recommending that Steelton Borough Council approve the Sketch Plan/Land Development Plan for Dura-Bond Pile Mill for the construction of a new office building. There is no action needed at this meeting. The Plans still need to be approved by the Planning Commission prior to action by the Borough Council.

Unfinished Business

None

NEW BUSINESS:

Ms. Gellatly - Approval to advertise two open positions - Ms. Gellatly reported that these two positions were included in the 2015 Budget. The personnel Committee approved her to bring the recommendation to the Council. The first position is for a part-time parking enforcement officer for 10 hours a week at the rate of \$10.00 per hour. The second position is for a part-time codes officer for 20 hours a week at a rate of \$15.00 per hour. A motion was made by Mr. Albert to approve the advertising of the open positions, seconded by Ms. House and approved unanimously by all present.

Mr. Gellatly - Approval to accept Sharon McCall's, Codes Department Secretary, resignation effective 2/9/2015 - Ms. Gellatly advised that the Sharon McCall, the Codes Department Secretary has submitted her resignation effective February 9, 2015. A motion was made by Mr. Albert to accept the resignation, seconded by Ms. House and approved unanimously by all present.

Mr. Wion - Resolution establishing special purpose parking for Charles Miller, Jr. on North 2^d Street - Mr. Wion reported that the police department has completed several traffic studies and determined that special purpose parking areas are appropriate for three individuals. The first, which would be Resolution 2015-R-1 is a special purpose parking lot for Charles Miller, Jr. at 468 N. 21 Street. A motion was made by Mr. Albert to approve Resolution 2015-R-1, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wion - Resolution establishing special purpose parking for Delores Moser on Locust Street - Mr. Wion reported that Resolution 2015-R-2 is the same situation. The police department did the appropriate study and recommended the authorization of a special purpose parking for Delores Moser at 356 Locust Street. A motion was made by Ms. Marcinko to approve Resolution 2015-R-2, seconded by Ms. House and approved unanimously by all present.

Mr. Wion - Resolution establishing special purpose parking for Lillie Mea Sullivan on Reading Street - Mr. Wion reported that the third and final Resolution 2015-R-3 pursuant to another survey by the police department for a special purpose parking for Lillie Mea Sullivan at 410 Reading Street. A motion was made by Ms. House to approve Resolution 2015-R-3, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wion - Resolution for disposal of listed police records - Mr. Wion reported that from time to time various departments will go through their records and pursuant to the Historical and Museum Commission's Municipal Records Manual determine that a number of records of the Borough are aged enough to be disposed of. Resolution 2015-R-4 is such a resolution authorizing the disposition and destruction of certain public records held by the police department. The exhibit attached to the resolution indicates the title of the file, the date of the file, and the cubic feet involved. A motion was made by Ms. Marcinko to approve Resolution 2015-R-4, seconded by Ms. House and approved unanimously by all present.

AUDIENCE PARTICIPATION:

Sally Blunt, Daron Alley

Ms. Blunt requested a parking permit to park in front of her house. She is the only house in the alley. She received a parking ticket a few weeks ago. It is no parking anytime. It is a dead end. Chief King will look at the situation and have a parking study completed.

Mr. Denny Heefner, Chair of Planning Commission

Mr. Heefner requested that the Steel Mill begin applying for permits. He also wants to make sure that they go by the same rules that everyone else does as far as Planning Commission, storm sewer runoff, and DEP for building a flood plan. He proposed that Chief King and Sylvie go to their office to find out who the Superintendent is. Mr. Wright asked Mr. Heefner to work with Chief King and the Borough Manager.

Natasha Woods, 181 S. Front Street

Mr. Woods wanted to make sure that she had the correct information regarding the Public Works report that was given. The expected violations that could be coming, going back to the last Water Authority meeting where it was questioned about making sure that everyone gets notified, is there any follow-up to that. Ms. Gellatly stated that the notice that Mr. Klinepeter

spoke of tonight has not gone out yet. That notice will probably go out in the middle of the month. Ms. Gellatly informed Ms. Woods that the utility department is looking to make sure that all residents receive the notice.

Ms. Woods asked about the Code Red Program. The notice of violations are different,

COUNCIL'S CONCERNS:

Ms. House - provided an update on the Steelton Youth in Action after school program which began at the Steelton Highspire Elementary School on January 5th. SYIA started with 37 students and are up to about 60 students. SYIA has business people in the community coming in to teach students. SYIA is open to volunteers. Ms. House thanked everyone for their donations.

Ms. Marcinko - commented about the volunteer Fire Department report.

Mr. Wright - commented that all departments in the Borough have come a long way.

Executive Session - Mr. Wright advised that Council would be recessing into Executive Session to discuss potential litigation and personnel issues. Mr. Wright thanked everyone for coming out to the meeting.

ADJOURNMENT:

There being no other business before Council, on a motion made by Mr. Albert, seconded by Ms. House, the meeting adjourned at 7:20 pm.

Respectively Submitted:

Sara Gellatly
Borough Secretary

**Borough of Steelton
Council Agenda
February 17, 2015**

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Approval of schedules of billing, requisitions and change order as present for: January 2015

Approval of Department Reports:

Fire and Ambulance
Police
Code Enforcement
NEDC Committee
Mayor's Report
Public Works Report
Mayor's Report
Borough Manager's Report

Public Comment on Agenda Items Only

Presentations: None

Communication: None

Unfinished Business: None

New Business:

Borough Manager Approval of opening a new checking account with Mid Penn Bank for the purposed of the collection of the debt service millage

Borough Manager Approval of the Greenways, Trails and Recreation Program Grant Agreement for \$49,349

**Borough of Steelton
Council Agenda
February 17, 2015**

Mr. Wion

Resolution approving traffic flow on streets,
creating one-way roads

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

**Borough of Steelton
Council Agenda
February 17, 2015**

Borough of Steelton
February 17, 2015
Council Meeting Minutes

Present:

Council President Wright
Council Vice President Marcinko
Councilman Brian Proctor
Councilman Steven J. Shaver
Councilwoman Denae House

Mayor Thomas F. Acri

Borough Manager Gellatly
Police Chief John King
Public Works Director John King
David A. Wion, Solicitor

Absent:

Councilwoman MaryJo Szada
Councilman Michael Albert

Call to Order:

The February 17, 2015 meeting of the Steelton Borough Council was brought to order by President Jeffrey L. Wright at 6:35 p.m. followed by the Pledge of Allegiance and Moment of Silence led by Mayor Thomas F. Acri.

Council President Wright announced that there were no executive sessions held between meetings.

Approval of schedules of billing, requisitions and change orders:

A motion was made by Councilman Shaver and seconded by Councilman Proctor to approve the billings, requisitions and change orders as presented for January 2015. Motion carried unanimously.

Approval of Department Reports:

Councilman Shaver reported that the Life Team contract is up for review. Councilman Shaver stated that he will reach out to John Logan, Life Team, to prepare the document for continued services. Council's 3 year agreement is up but Life Team will continue to provide services to the Borough even without the renewal agreement. Councilman Shaver will instruct Mr. Logan to copy all of Council, Mr. Wion, and Ms. Gellatly once completed.

Borough Manager Gellatly reported on the Gaming Money Grant for the Fire Department of \$50,000.00.

A motion was made by Councilman Shaver and seconded by Councilwoman Marcinko to approve the Department Reports as presented. Motion carried unanimously.

Public Comment on Agenda Items only: None

Presentations: None

Communications: None

Unfinished Business: None

New Business:

A motion was made by Councilman Proctor and seconded by Councilman Shaver to approve the opening of a new checking account with Mid-Penn Bank for the purpose of the collection of the debt service millage. Motion carried unanimously.

A motion was made by Councilman Proctor and seconded by Councilwoman House to approve the Greenways, Trails and Recreation Program Grant Agreement in the amount of \$49,349 dollars. Motion carried unanimously.

Mr. Wion discussed a resolution approving traffic flow on streets, creating one-way roads. This action was tabled until the March 2, 2015 meeting.

Audience Participation:

1) Robert Jones, 353 Spruce Street, Steelton, PA 17113

Mr. Jones addressed Council to state his concerns regarding the Debt Service millage that was on the February tax bills.

Council Concerns: Councilwoman Marcinko expressed concerns about snow removal on handicap parking spaces. There were no additional Council concerns.

Executive Session: There was no call for an Executive Session.

Other Business: There was no other business

Adjournment:

There was a motion made by Councilman Proctor, seconded by Councilman Shaver to adjourn at 7:04 p.m.

Respectfully submitted:

Sara Gellatly
Borough Manager

**Borough of Steelton
Council Agenda
March 2, 2015**

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Public Comment on Agenda Items Only

Presentations:

Matt Bonanno, HRG

MS4 Public Education Presentation

Josh Fox, HRG

Engineering Activities
(February 2 – March 2, 2015)

Communication:

None

Unfinished Business:

Police Chief King

Resolution approving change of traffic flow on three streets, creating one-way roads, which was tabled at the prior Council Meeting

New Business:

Borough Manager

Discussion to lease a 2015 Ford Police Sudan

Jamie, McNees Wallace

Presentation about Resolution for the Verizon Wireless Subdivision Plan

Mr. Wion

Resolution approving the filing of a Statement of Financial Interest by specified public officials and public employees

**Borough of Steelton
Council Agenda
March 2, 2015**

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

**Borough of Steelton
Council Agenda
March 2, 2015**

Borough of Steelton
March 2, 2015
Council Meeting Minutes

Present:

Council President Jeffrey L. Wright
Council Vice President Maria Marcinko
Council Pro Tem Michael Albert
Councilman Brian Proctor
Councilwoman MaryJo Szada
Councilwoman Denae House

Mayor Thomas F. Acri

Borough Manager Gellatly
Police Chief John King
Solicitor David A. Wion

Call to Order:

The March 2, 2015 meeting of the Steelton Borough Council was called to order by President Jeffrey L. Wright at 6:30 p.m. followed by the Pledge of Allegiance and Moment of Silence led by Mayor Thomas F. Acri.

Executive Sessions held between meetings: None

Public Comments on Agenda Items only: None

Presentations:

A presentation on the MS4 project was given by Matt Bonnano, HRG. The presentation included a public education powerpoint and engagement of the public in discussion.

Josh Fox, HRG, gave a report of the engineering activities for the period of February 2 through March 2, 2015. Mr. Fox reported that there has been significant activity in the last month. He reported that the design project has been completed for the pump station sewage grinder improvement project and the project is currently out to bid. Bids will be submitted electronically and will be opened on Friday, March 13, 2015 at 1 p.m. This is a little different from the original process of actually sitting in a room and opening them up. He stated that hopefully by next meeting there will be a notice of intent to award the bid.

The Adams Street redevelopment storm sewage project had the substantial completion inspection with the Public Works Director and members of the contractor last Friday. The project was deemed substantially complete the only work remaining is the permanent restoration which will be completed as soon as the weather warms up, which will include paving and vegetation.

Mr. Fox stated that he had application for payment #2 for Council's consideration. A motion was made by Councilwoman Marcinko, seconded by Councilman Albert to approve the application for payment in the amount of \$35, 295.92. Motion carried unanimously.

Absent:

Councilman Steven Shaver

Mr. Fox gave an update on the Pine Street utility improvement project. We have done some closed circuit television inspections, no parking signs have been placed on Pine Street and the investigation will continue in the areas of the sanitary sewer water related issues so that the mapping and evaluation can be completed. Mr. Fox stated that all that work was complete and the Public Works and Police Department Department was a great help in getting this completed. HRG has met with PennDot and all required forms have been completed. The remaining issue on the table is the stormwater system at Harrisburg and Adams Streets. HRG is working with PennDot to see if they can include this in the project. He anticipates that PennDot will start the work in late in July and will continue until 2016. Once it gets closer to the actual starts date a pre-construction meeting will beheld between PennDot, HRG and the Borough so that we can notify residents.

Ms. Gellatly asked Mr. Fox to give an up date on the Blueberry Alley and Washington Street project. Mr. Fox reported that these projects were started about 18 months ago and the initial design required a relocation of UGI lines. HRG, UGI and Borough staff worked closely to work around this issue to save UGI some additional funds. An updated cost estimate was provided to the Borough Manager. HRG is looking for funding at this time to complete this project. The total project cost is a little over \$400,000 dollars.

Mr. Fox reported on the Bailey and Bessemer groundwater icing as a significant problem. HRG has been working with Public Works on different options to correct the problems. Hopefully, they will have something at the next meeting for the Council to consider.

Councilwoman Marcinko wanted to remind the public that with any project of this size (Pine St.) comes some pain and Council asks for their patience and cooperation during the project.

Communications: None

Unfinished Business:

Police Chief King discussed the resolution approving change of traffic flow on three streets, creating one-way which was tabled at the February 15, 2015 meeting. A motion was made by Councilman Albert, seconded by Councilman Proctor to remove this item from the table. Motion carried unanimously.

Police Chief King explained the changes to the traffic flow around Borough Hall. A traffic study was conducted and it is submitted to Council with the following changes: North River alley will be one-way North from Pine Street to Angle Ave. and Angle Ave will be one way west bound to Front Street. From River Alley, East on Angle Ave. to Second Street will remain two-ways. The 300 block of Paxton Street will be one way East Bound from Bailey Street to North Harrisburg Street. Chief King reported that Public Works will place all of the proper signs. A motion was made by Councilwoman Marcinko, seconded by Councilman Proctor to approve Resolution 2015-R-5. Motion carried unanimously.

New Business:

Ms. Gellatly reported that the Police Vehicles are old and very expensive to replace. Discussions with the Police and Finance Committees determined that a lease program would be better than a replacement program. She reported that it was discussed to take vehicle 1626 and replace it with a leased 4 door sedan purchased from the Co-stars program. The discussion also included vehicle 1622. Councilman Proctor asked with all avenues were

researched to see if this was the cheapest option. Ms. Gellatly stated yes. Councilwoman stated for the public's benefit CoStars is the State's procurement process that gets the cheapest rates on everything. A motion was made by Councilman Albert, seconded by Councilman Proctor to lease a 2015 AWD Ford Interceptor sedan. Motion carried unanimously.

Jamie Strong, McNees, Wallace and Nurick came before Council regarding the Verizon Wireless Subdivision Plan. Mr. Strong stated that before Council tonight is the land development plan for the cell tower in the School District's Stadium. Mr. Andrew Mueller from Retu Associates reported that he was before the Planning Commission last month and received their recommendation and additionally they have received the Borough's engineers comments and have addressed those and are working on the final agreements with the School District. He stated that this essentially a light pole replacement at the School's Football stadium with a new tower. They are looking for approval so that they can start construction on the project. Mr. Wion questioned as to whether a waiver would be needed. Mr. Mueller stated he agreed with Mr. Wion and that a waiver would be needed from Section 99.13 of the Borough Code which is a requirement of a preliminary plan. The second waiver request is from Section 99.12A2 and that simply refers to the required plan sheets. President Wright asked if this also has to be agreed to by the School Board. Mr. Mueller reported that they already have a signed agreement with the School Board and are looking to Council for approval so that they can proceed with construction.

A motion was made by Councilman Proctor and seconded by Councilman Albert to approve the waiver request from Section 99.13. Motion carried unanimously.

A motion was made by Councilwoman House and seconded by Councilman Proctor to approve the waiver request from Section 99.12A2. Motion carried unanimously.

A motion was made by Councilman Albert, seconded by Councilman Proctor to approve Resolution 2015-R-6. Motion carried unanimously.

Mr. Wion reported that before Council was Resolution 2015-R-7 naming and approving the filing of a Statement of Financial Interest by specified public officials and public employee. A motion was made by Councilwoman House, and seconded by Councilman Albert to approve the Resolution. Motion carried unanimously.

Mr. Wion reported that before council was Resolution 2015-R-8 for adopting the Assistance for Disaster Relief Funding and will require the signature of all Council Members present. A motion was made by Councilman Albert, seconded by Councilman Proctor to approve the Resolution. Motion carried unanimously.

Audience Participation:

1) Trish Abbatello, 55 North Front Street, Steelton, PA 17113

Ms. Abbatello has concerns regarding the exorbitant rates the Borough residents are being charged for their sewage. She presented calculations from four surrounding communities. She wanted to know when the sewer rates would be lowered. She said no one wants to address her concerns. Councilwoman House apologized that Ms. Abbatello has not received an answer that she deserves. Councilwoman House asked Borough Manager Gellatly if she has come up with any solutions for Ms. Abbatello. Ms. Gellatly responded that she and Ms. Abbatello have had conversations over a 2 year period. Ms. Abbatello was given Mr. Solomon's contact

information on the water side. Mr. Wion has had email exchanges with Ms. Abbatello on the sewer side.

2) Mr. Emmual Powell, 321 Lebanon Street, Steelton, PA 17113

Mr. Powell stated concerns about the project on Adams Street. Mr. Fox commented on this concern and gave an update on the project. He stated that the final paving will take place once the temperatures go up.

3) Dennis Heefner, 322 Swatara Street, Steelton, PA 17113

Mr. Heefner asked if the Brough met with Arcelor Mittal regarding the need to apply for permits and plans to the Planning Committee. He doesn't understand why Chief King and Ms. Brubacher cannot go down there to get this resolved. Ms. Gellatly stated that she recalled he asked this at the last meeting and President Wright turned it over to the Mayor to get a meeting together with Arcelor Mittal and they were still working on a date.

Mr. Heefner stated to the public that the sewer prices were raised due to the East End Sewer Separation project which we borrowed 4 million dollars. Unfortunately, we are a small town with a very old system and when it breaks we need to repair it. He said it boggles his mind that no one understands that.

Councilwoman Marcinko stated that at the candidates night she believed that Mayor Acri said that if we gave the money back to the residents it would only be \$10 a person and that if we put that money back in the general fund we would not raise sewer rates which would be a saving to the residents when Harrisburg raises our rates.

4) Markis Millberry, 349 Spruce St., Apartment A, Steelton, PA 17113

Mr. Millberry asked if the Borough Manager allowed to have her dog in her office at Borough Hall? President Wright stated that anything regarding Ms. Gellatly will be addressed at the end of the meeting.

Mr. Millberry asked when the website would be updated. Mr. Proctor asked what Mr. Millberry wanted and he stated minutes from 2013, 2014, and 2015. Mr. Millberry asked if residential and commercial buildings are allowed to T off lines inside their building. Ms. Gellatly stated that you cannot T off lines inside the house but can at the curb. Mr. Millberry states that he has pictures of residences that are T off inside.

5) Mary Carricato, 2665 South 4th Street, Steelton, PA 17113

She was here on behalf of her sister who lives on Swatara Street. She stated that there is a light pole that was removed and replaced. However, the light was not put back up. This is between Second and Fourth Street where there are many elderly people and there is no lighting at all. President Wright turned it over to Ken Klinepeter.

President Wright asked that Councilman Albert read a statement in regard to some of the issues brought up by Ms. Gellatly:

"I wanted to take a moment to speak on behalf of Council. I think that there are some facts that need to be placed on the table. Borough Council is well aware of Ms. Gellatly's schedule and

work habits. In the view of Council, Ms. Gellatly has been an effective and efficient advocate for Borough interests. The public may wish to know that she secured 2.4 million dollars in CDBG-DR grant funding for 4 separate projects. She has continued to secure CDBG money and gaming grant funds to assist the Borough in improving its infrastructure. She has secured \$200,000 in federal brownfield funding for the demolition and clean-up of industrial properties. She has secured \$50,000 in Greenway Funding to improve the Borough's park system. She has worked with the Mayor to transition the Police Department through a leadership change. She has improved financial accounting and transparency practices for the Borough. She has presented an on time and in the first time in recent memory a surplus generating budget insuring that there are no tax increases for general operations. She has assisted the authority in reducing water bill delinquencies by 70% over the past three years. She has leased vacant properties on Front Street owned by the Borough to reduce blight and increase revenue. In short, Mr. Gellatly does a lot of things behind the scenes which require her to be out of the office on a regular basis, to secure these fundings for us, the people of Steelton. We all have personal experience with her ability to be responsive and effective in her work with various constituents in the Borough. Ms. Gellatly has the support of the Borough Council in the Administration of Steelton Borough as we make Steelton a better place for its residents. "

Councilman Albert stated that a lot of people don't know what goes on behind the doors that this woman does for the Borough of Steelton. The 3 million dollars that she has brought in, we would have to pay for if she did not get that funding.

Councilman Wright stated that is on behalf of Council and the Mayor.

Council Concerns:

Councilwoman Szada: Has nothing but she stated that she supports Ms. Gellatly also.

Councilman Proctor: He stated that he supports Sara also. He stated that Jeff Wright and I are going to working on something with Public Works behind the scenes. He stated they want some things answered to.

Councilwoman House: The only concern that she has right now is the 2014 minutes. She has sent emails and requested and she just wants an answer when or why we don't get minutes anymore. Councilwoman Marcinko tried to answer the question but was interrupted by Councilwoman House. Ms. Gellatly stated that the Borough tried so far using two people to catch up on the minutes and they have not been very successful and the Personnel Committee is trying to work on another solution on trying to have someone catch on the minutes that have not been produced yet.

Councilwoman House said another concern of her's, although she feels Sara does a wonderful job working with our consultant as well, getting the funding and grants, but she needs to have the minutes to go back to see what is going on. From what I understand, when she calls off she calls Maria to let her know. That is fine that she doesn't have to let all Council people know but I am asking Maria, since she is in charge of Sara could you let everyone know when she is off. Council President Wright stated that Ms. Gellatly doesn't not report to Ms. Marcinko, she reports to this body. She reports to the Chair of the Personnel Committee when she is off. President Wright stated that this topic is a personnel issue and would be addressed at a later time.

Council Albert: Nothing

Mayor Acri: Nothing

Mr. Wion: He stated that Council may recall that about August of last year the Borough determined that our park/playground on South 4th Street was still accessed for taxes. We filed an application for exemption and it was granted by the County Assessment Appeals Board. Unfortunately, they granted it beginning January 1st of this year. In discussing the matter, it came to the floor again because we got a bill from the School Board for the 2014-2015 tax year. It has been recommended by the Tax Assessment Office that we request, respectfully, in a letter to the School District, that they recognize that this has been a tax exempt property and used as a park for a number of years and we be excused from this tax payment. Mr. Wion thinks that if Council concurs with that, a motion to authorize the President to make a letter request to the School District in this regard would be appropriate. Councilman Albert made a motion to authorize the President to send a letter of request to the School District to exempt the 4th Street playground from taxes, seconded by Councilman Proctor. Motion carried unanimously.

Ms. Gellatly: She congratulated the Boys Basketball team on their championship last weekend.

Mr. Klinepeter: Nothing

Chief King: Nothing

Councilwoman Marcinko: She asked Ms. Gellatly to follow up on the letter to the County regarding the turnover of the Fire Department Radios. She also reported that in the next couple of weeks Council would be notified of a pre-TMI drill exercise.

Council President Wright thanked everyone for coming out.

A motion to adjourn at 8:03 p.m. was made by Councilman Albert, and seconded by Councilwoman Marcinko. Motion carried unanimously.

Respectfully submitted:

Sara Gellatly
Borough Manager

**Borough of Steelton
Council Agenda
March 16, 2015**

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Approval of schedules of billing, requisitions and change order as present for: February 2015

Approval of Department Reports:

- Fire and Ambulance
- Police
- Code Enforcement
- NEDC Committee
- Public Works Report
- Mayor's Report
- Borough Manager's Report

Public Comment on Agenda Items Only

Presentations:

Barbara Barksdale, Friends of Midland Midland Cemetery

Communication: None

Unfinished Business: None

New Business:

Borough Manager Approval of the Drainage Facilities Maintenance Agreement

Borough Manager Approval of the PennDOT MOU

**Borough of Steelton
Council Agenda
March 16, 2015**

Borough Manager

Pump Station Sewage Grinders Improvement
Project Award

Mr. Wion

Vehicle Traffic Ordinance

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

**Borough of Steelton
Council Agenda
March 16, 2015**

Minutes of the Steelton Borough Council Meeting
March 16, 2015

Call to Order:

The March 16, 2015, regularly scheduled Steelton Borough Council Meeting was called to order by President Jeffrey L. Wright at 6:30 PM, followed by the Pledge of Allegiance and Moment of Silence by Mayor Thomas F. Acri.

Present:

Jeffrey L. Wright, President
Michael Albert, Pro Tem
Steven J. Shaver, Councilman
Maryjo Szada, Councilwoman
Brian Proctor, Councilman
Thomas F. Acri, Mayor
Sara Gellatly, Borough Manager
Davie Wion, Solicitor
Mike Miller, Labor Counsel
Ken Klinepeter, Public Works Director
John King, Police Chief

Absent:

Denae House, Councilwoman
Maria R. Marcinko, Vice President

Pledge of Allegiance:

The Pledge of Allegiance was led by Council President Jeffery L. Wright.

Moment of Silence:

A moment of silence was conducted by Mayor Thomas F. Acri.

Executive Sessions Held Between Meetings:

Councilman Wright announced that no Executive Sessions were held between Steelton Borough Council meetings.

Public Comment on Agenda Items Only:

Councilman Wright opened the floor to the public for comments on agenda items only. No members of the public offered comment.

Approval of Schedules of Billings, Requisitions and Change order as presented:

A motion was made by Councilman Albert, seconded by Councilman Proctor to accept the schedule of billings, requisitions and change orders as presented. Motion carried unanimously.

Approval of Department Reports:

Neighborhood and Economic Development Committee: Councilman Proctor asked for Council's support of the 2nd Annual Easter Egg Hunt on Saturday, April 4, 2015 from 10 a.m. to Noon. A motion was made by Councilman Shaver to support this and seconded by Councilman Albert. Motion carried unanimously.

Borough Manager's Report: Ms. Gellatly reported that she returned to work full time as of today. She met with Chief King and they reviewed all applications for the part time Parking Enforcement Officer and the part time Property Maintenance Officer. There were approximately 12 applications total. She will work with the Personnel Committee to come up with a date for interviews.

Borough Manager Gellatly stated that she and Chief King were working on finalizing the advertisement for the Codes Secretary position. Ms. Gellatly requested approval from council to advertise for this position. Ms. Gellatly noted that she advertised internally under the collective bargaining agreement and no one was interested in the position. President Wright called for a motion to advertise for the Code Secretary position. Councilman Albert made a motion to advertise for the Code Secretary position, seconded by Councilman Proctor. Motion carried unanimously.

Fire and Ambulance: Councilman Shaver stated that he received information from the Steelton Fire Department regarding NIMS training and the classes required. Councilman Shaver stated he was going to give the package of information to the Borough Manager and ask her to report back to Dauphin County, and Dauphin County would then report back to the Commonwealth.

Councilman Shaver reported that all of Council should have received an email regarding upcoming Three Mile Island table top training exercise. It will be taking place on Tuesday, March 17, 2015 at the Steelton firehouse. Mr. Shaver encouraged all Council members to attend.

Councilman Shaver reported that the Fire Chief had provided information on the Chief's car which had been approved in the budget to lease. Ms. Gellatly reached out to the Chief regarding the need for more information to execute the lease. Ms. Gellatly suggested that Fire Chief Brubacher contact the Ford Representative listed in the lease document who will give him instruction on executing the lease for the Chief's vehicle. President Wright asked Chief Vance, who was present, to ensure that this information is passed on to Chief Brubacher.

Mayor's Report:

Mayor Acri provided an update to the Borough Council regarding the Steelton Water Authority and a vacancy on the board. Mayor Acri announced to the public and audience that if anyone is interested in serving on the Board, they should present a resume to the Borough Manager. He announced that the next Water Authority Meeting is May 11, 2015.

Council President Wright asked for approval of Department Reports as presented. A motion was made by Councilman Albert, seconded by Councilman Proctor to accept the Department Reports as presented. Motion carried unanimously.

Presentations:

Ms. Barbara Barksdale, Friends of Midland Cemetery, stated that she submitted a letter requesting annual funding from Council for the Midland Cemetery. Council President Wright stated that he believed Council did approve a donation to the Midland Cemetery in the annual budget. Borough Manager Gellatly stated the amount approved in the budget was \$450. Councilman Albert made a motion to make the annual donation of \$450 to Midland Cemetery, seconded by Steven Shaver. Motion carried unanimously.

Ms. Barksdale then gave a report on the money necessary to archive the historical documents in the Steelton Borough vault. She stated that the Historical Society needed about \$5000 to preserve the documents found in the vault properly. Ms. Barksdale suggested that the borough try and find grant funding to do so. She stated that the vault contains documents from the 1800's before the town was incorporated. She suggested that anyone entering the vault be extremely careful with all the documents. Documents in the vault include those of Peter Blackwell, was the first black Councilman in the Borough of Steelton. Ms. Barksdale emphasized the need to preserve the historical document found in the Steelton Borough Building's vault.

Communications: No communications were presented to Council.

Unfinished Business: No unfinished business was presented to Council for consideration.

New Business:

Borough Manager Gellatly presented Council with the Drainage Facility Maintenance Agreement. The agreement is in connection with resurfacing Pine and Harrisburg Streets. She stated that PennDOT has agreed to give the Borough an additional \$142,000 to incorporate drainage work into the project, which was originally omitted because the Borough did not have the funds to do so. She reported that the agreement was reviewed and approved by Mr. Wion. President Wright called for a motion to approve the Drainage Facility Maintenance Agreement. Mr. Wion pointed out that PennDOT will be paying for this portion of the project but the Borough will need to agree to maintain the improvements once completed. Councilman Albert made a motion to accept the agreement, seconded by Councilman Proctor. Motion carried unanimously.

Borough Manager Gellatly reported that Council needed to approve a Memorandum of Understanding agreement with PennDOT to allow PennDOT to detour traffic onto a borough road. The Mayor asked for an update on the entire project. The Borough Manager reported that Pine Street will be closed to thru traffic from Front St. to Orchard Drive through November 2015. Anyone leaving on Pine will be allowed on the road daily. The detour is tentatively slated to start on July 6, 2015 and end on November 20, 2015. The detour will include Swatara Street. The paving work on Harrisburg Street will begin on March 14, 2016 to August 19, 2016 and traffic will be rerouted onto Gibson Street. The work hours will be from 7:30 a.m. to 5 p.m. daily and flagman will be positioned throughout the work areas to direct residential, business and pedestrian traffic.

A motion was made by Councilman Albert, seconded by Councilman Proctor to approve the MOU with PennDOT regarding detours onto Borough streets. Motion carried unanimously.

Ms. Gellatly then presented to Council the Pump Station Sewage Grinder Improvement Project Award. She stated that this was a Community Development Block Grant-Disaster Resiliency Grant funded project. She reported that Council approval is needed for Herbert, Rowland, and Grubic, Inc. to issue the notice of intent to award contract 2015-1-Pump Station Sewer Grinder Improvement Project to PSI, Pumping Solutions, Inc. which was the lowest responsible bidder out of the five bidders who submitted bids for the project. Ms. Gellatly reminded Council that this project is fully funded by the CDBG-DR grant money grant program in the amount of \$328,887.00. Councilman Shaver made a motion that Steelton Borough Council authorize HRG, Inc. to proceed with the notice of intent to award to PSI, Pumping Solutions, Inc. in the amount of \$328,887.00, seconded by Councilman Proctor. Motion carried unanimously.

Mr. Wion then presented Council with a an updated ordinance regarding Vehicle Traffic. Mr. Wion noted that after a period of time the Borough will periodically consolidate traffic related resolutions into one omnibus ordinance. Ordinance #2015-1 is such an ordinance and it brings together the special purpose parking zones, which have been adopted by resolution, those that have been eliminated by resolution, and establishments of one-way streets, which is before Council for consideration. Council President Wright called for motion. A motion to adopt Ordinance 2015-1 was made by Councilman Albert, seconded by Councilman Shaver. Motion carried unanimously.

Audience Participation:

1) Markis Millberry - Stays at 349 Spruce St., Apartment A, Steelton, PA 17113

Mr. Millberry stated his first question was concerning the Steelton Economic Development Corporation and if there was any news as to what was going on with the Corporation. Borough Manager Gellatly stated that the Board of the SEDC has not met recently, which Mr. Millberry was aware of. The reason for that is because there has not been any developers that have come forward with a plan to develop SEDC properties. Additionally, the loan that is held by the Corporation to purchase the properties along Front Street will be paid off in 2017. Additionally, development projects involving the SEDC are not shovel-ready at this point.

Mr. Millberry's next question was concerning the East End Sewer Separation Project. Mr. Millberry requested to know the total price for the EESS project. Councilman Shaver stated that Mr. Millberry's words were incorrect in that it was a separation project with regard to waste water and storm water. Borough Manager Gallatly stated that Mr. Ed Ellinger answered his same questions regarding the project at the Water Authority meeting. She said Mr. Ellinger was the best one to answer Mr. Millberry's questions.

2) Emmuel Powell - 321 Lebanon Street, Steelton, PA 17113

Mr. Powell asked about the parking lot on the 200 block of Adams Street. Councilman Proctor asked if Mr. Powell was referring to the parking lot by the Baptist Church. Mr. Powell wanted to know who owned the property. It was determined that the Borough owned the property Mr. Powell was referring to. Mr. Powell stated that the Borough had previously sent a letter to the Elks that they could use the lot and now anyone is parking there. Chief King indicated that he will look into the issue.

Mr. Powell also asked about the blighted houses in Steelton. Councilman Shaver said that unfortunately these are privately owned and the owners are primarily responsible for getting the properties fixed and up to speed.

3) Wallace Macon – Non-Resident

Mr. Macon stated that he lives in Swatara Township above Columbia Street by the cemetery

Mr. Macon asked if residents will be notified as to how to travel in and out of their homes during the Pine Street Project.

Ms. Gellatly stated that he will be notified by mail.

4) Natasha Woods - 181 South Front Street, Steelton, PA 17113

Ms. Woods asked if there was an update on the bollards that were knocked down on Front St. Borough Manager Gellatly gave an update and timeframe for replacing the bollards and stated that the Borough hopes the project will be completed before the end of the 2015 year. The Borough Manager is working with HRG in obtaining quotes for the replacement project. It is anticipated that the expense for the project will exceed available grant funding. Therefore, the borough will need to pursue additional funding.

Council Concerns:

President Wright opened the floor for Council members and staff to bring up any concerns.

Councilwoman Szada offered no concerns.

Councilman Proctor offered no concerns.

Councilman Shaver reported that several members of Council, the Police Chief, and the Borough Manager attended a meeting regarding the police consolidation study.

Borough Manager Gellatly offered no concerns.

Ken Klinepeter offered no concerns.

Chief King offered no concerns.

Chief Vance offered no concerns.

Mayor Acri offered no concerns.

Mr. Wion offered no concerns.

Mr. Miller offered no concerns.

Mr. Albert offered no concerns.

Adjournment:

The meeting was adjourned at 7:18 p.m. by a motion made by Councilman Albert and seconded by Councilman Brian Proctor.

Steelton Borough Council
Meeting Minutes
March 16, 2015

**Borough of Steelton
Council Agenda
April 6, 2015**

Council Concerns

Executive Session

Other Business

Adjournment

Minutes
Steelton Borough Council Meeting
April 6, 2015

Present:

Jeffrey L. Wright, Council President
Maria Romano Marcinko, Vice President
Michael Albert, Pro Tem
Brian Proctor, Councilman
MaryJo Szada, Councilwoman
Stephen Shaver, Councilman
Denae House, Councilwoman

Thomas F. Acri, Mayor

Sara Gellatly, Borough Manager
John King, Police Chief
Ken Klinepeter, Director of Public Works
Sylvie Brubacher, Codes Officer
Joshua Fox, P.E., HRG
David a. Wion, Solicitor

The April 6, 2015 meeting was called to order by Council President Jeffrey Wright at 6:30 p.m. followed by the Pledge of Allegiance and Moment of Silence led by Mayor Thomas F. Acri.

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

There were no Public Comments on Agenda Items only.

Presentations:

Joshua Fox, HRG, presented the monthly engineering report. Mr. Fox reported the the bids for the pump station sewer grinder project were received and opened on March 13, 2015. The lowest bid was in the amount of \$328,887.00 and that was received from PSI Pumping Solutions, Inc. The bid and executed agreements have been reviewed and approved by solicitor Wion and the Dauphin County.

Borough Manager Gellatly asked for authorization for HRG to issue the notice of award and notice to proceed for the pump station sewer grinder improvement project to PSI Pumping Solutions, Inc. in the amount of \$328,887.00 contingent upon approval of the bid and agreements by Dauphin County. Ms. Gellatly reminded Council that this project is fully funded by Dauphin County CDBG program.

President Wright called for a motion in the amount of \$328,887.00 for PSI Pumping Solutions, Inc. Councilman Albert made the motion, seconded by Councilwoman Marcinko. Motion carried unanimously.

Mr. Fox reported on the Pine and Harrisburg Street project. Mr. Fox stated that last month he reported that we did meet the deadlines for PennDot to incorporate both water and sanitary sewer, and stormwater into the project. Mr. Fox further reported that HRG had met with PennDot at the end of February to review some additional stormwater work that HRG found in the area between Ridge and Adams Street on Harrisburg Street. PennDot has approved that additional work and has incorporated it into their project for an estimated savings to the Borough for approximately \$160,000. As far as the schedule for the project, the work on the Pine Street is expected to begin on July 6, 2015 and be completed by November 20, 2015. Harrisburg Street is expected to begin on March 14, 2016 and be completed on August 19, 2016. The work hours will be 7:00 a.m. to 5 p.m. and the contractor will have flaggers on site to help with local traffic during construction. The road will be open to local traffic in the evenings.

Mr. Fox reported on the Baily and Bessemer groundwater icing issue that the Borough experienced over the winter. Mr. Fox met with Borough Manager Gellatly and Public Works Director Ken Klinepeter on site to review the issue. During that site meeting, it was observed that water was still coming out of the ground. Public Works Director Klinepeter stated that the water was tested to insure that it was not a water main leak and it was found that it was not a water main leak. It is definitely an underground spring issue. HRG will come up with a cost estimate and a design to determine the cost of resolving this issue.

Councilwoman Marcinko asked about the Streetscape Phase 2 punch list to insure that the Fire Department's issues were noted.

Solicitor Wion asked Mr. Fox if the transportation enhancement program supplemental aid reimbursement agreement should be approved by Council tonight. Mr. Fox stated it should. Mr. Fox stated that the form was received Friday from PennDot and it does extend the award amount from \$800,000 to \$1,163,393.00. Councilman Shaver asked Mr. Wion if he had an opportunity to review the document. Mr. Wion stated that the document appears to be in order. Mr. Wion stated that Council needs a motion to approve and accept the agreement. \$363,369 is the additional amount to amend the project. A motion was made by Councilman Albert, seconded by Councilman Proctor to approve and accept the agreement for \$363,369. Motion carried unanimously.

Mr. Fox reported on the Firehouse Improvement Project. Mr. Fox stated that he met with the Borough Manager and members of the Fire Department and the Fire Marshall to go over the project. Originally the project consisted of mostly addressing the water damage, the new generator, and replacing and remediating the front ledge of the building. After HRG reviewed the project in detail, there were concerns about the deep excavation that would be along the South and East walls. During a subsequent meeting

with the Fire Department, a new concept (Interior Water Management) was reviewed where instead of stopping the water from penetrating the wall all together, you actually allow a conduit for the water to come through the wall and it drains to a sump pump in the basement. This method comes with a 5 year warranty. Mr. Fox stated HRG did amend their proposal to include this method. The major items included in the Fire House Improvement Project are: The exterior work which includes a waterproofing membrane, excavation of the south and east walls, replacing the stairwell in the area of excavation, removing the exterior ventilation box, removal of a diesel tank, replacement outside generator, shelf contained unit. The interior repair work remains the same which includes digging up a trench along the south and east walls, new dry wall, outlet replacement, and painting. The work also includes the second floor front ledge, with replacement windows. SGS Architects will be doing all the interior work as Keystone Engineering. The total cost of this project will be \$92,000, which includes everything. Mr. Shaver asked if the generator will be behind the fire station or in the parking lot. Mr. Fox said it will go behind the fire station. President Wright entertained a motion in the amount not to exceed \$92,000 for the Fire House Improvement Project. The motion was made by Councilman Proctor and seconded by Councilwoman House. Motion carried unanimously.

New Business:

Mr. Wion reported that pursuant to a traffic survey completed by the Police Department, they had recommended the granting and placement of a special purpose parking area on Walnut St., the northwest side, for Carina Wright, which is a portion of 117 Walnut Street and 51 South Second Street. This is Resolution 2015-R-9 for Council's consideration. A motion was made by Councilman Albert, seconded by Councilwoman House. Motion carried unanimously.

Mr. Wion reported that pursuant to a traffic survey completed by the Police Department recommending on South Front Street the northeast side a special purpose parking area for Tina Vasques Galvez, which would be along the frontage of 741-743 South Front Street. This is Resolution 2015-R-10 for Council's consideration. A motion was made by Councilman Albert, seconded by Councilwoman House. Motion carried unanimously.

Council President Wright stated that the next item was not on the agenda but Mr. Wion asked that it be placed on the agenda to discuss the final land development plan for Dura-Bond pipe. Mr. Joe Stine, Pentra Engineering and Ken Staver, Lobar Engineering and Design were present on behalf of Mr. Ryan Norris of Dura-Bond. Mr. Stine stated they were before Council this evening to get action on the preliminary/final land development plan to build a new office building. Mr. Stine stated he has received Planning Commission approval and soon to have E & S approval, PennDot approval and they are coordinating with Public Works regarding sewer and water. Mr. Stine said he would answer any questions from the Council. Mr. Wion stated that for the record it is his understanding that this has been before the Planning Commission and the Planning Commission has recommended its approval, with certain waivers and conditions and

the same is true of the Dauphin County Planning Commission which has also reviewed the plans and recommended it for approval. We have an Engineer's assessment letter dated April 1, 2015 indicating the review by the Engineer of the plan. Mr. Stine reported that Dura-bond has also been coordinating with Joshua Haines of HRG regarding the improvement cost estimate. Mr. Wion stated that there are several matters that the Council first has to consider. One is the waiver of the request for preliminary plan requirement that is that this is a preliminary/final plan having the preliminary plan submitted and approved and then the final plan approved. A motion is needed from the Council to grant a waiver of the preliminary plan requirement under section 99-12. President Wright asked if Council had any questions before he entertains a motion. Councilman Albert made a motion to grant the waiver of the preliminary/final plan, seconded Steve Shaver. A roll call vote was taken....Szada - yes, Proctor - yes, Albert - yes, Wright - yes, Marcinko - yes, Shaver - yes, House - yes. The motion carried unanimously.

A motion was needed for the sidewalk under section 99.934. Mr. Stine stated that Dura Bond is looking for relief of sidewalk along this portion of South Front Street, since there is not existing sidewalk along this side of Front Street. Mr. Stine stated that they have waiver from PennDot for this. A motion was made by Councilman Shaver and seconded by Councilman Albert. Motion passed unanimously.

Mr. Wion stated that those are the waivers for this plan but there are a number of other conditions that need to be accepted by the developer before the plan can be recorded. A copy was signed tonight and a copy provided that indicated that first the developer will obtain the execution of all signature blocks; second..an execution stormwater operation and maintenance agreement acceptable to the Borough should be provided; third...an executed copy of the erosion and sedimentation control approval letter to Dauphin County Conservation District shall be provided; fourth...a Zoning/Hearing Board deemed approval for a variance for the acquired parking set back distance for section 120-58G.1 of the zoning ordinance must be evident. They had sought an application under the Zoning/Hearing Board because no hearing was held it is a deemed approval which Mr. Wion understands is being advertised and posted and may already have appeared, which is consistent with what the law requires in order that parking set back distance variance to be obtained; five....a letter from the Steelton Authority that water will be provided to the site; six...the developer has to submit an estimate of the cost of the completion of the improvements as defined in our codes section 99.15b.1.

Mr. Wion stated he believed there was a question about EDU's or the application of EDU's for both water and sewer and HRG was suggesting that EDU's would be needed. Mr. Wion needed to know from HRG if this matter had been resolved. Mr. Wion asked Mr. Fox what was HRG's positioning this matter. Mr. Fox stated that they are still working on this.

Mr. Wion stated that a condition, if there was an approval, would also be that a appropriate resolution of issue of EDU requirements will be completed. Mr. Wion asked the Developer if these conditions were acceptable and he stated, yes.

Resolution 2015-R-11, which is a resolution approving the final subdivision contingent upon the developer meeting the specified conditions and obtaining satisfactory financial insurance. The Resolution then spells out the requirements and that the developer provides the appropriate financial security, which has to be approved by our engineer. Once confirmed the developer will enter into an improvement guarantee and provide financial security and all these things will have to be accomplished before the plan is in position to be recorded. The plan must be recorded before any work is done. Council President Wright called for a motion for the approval for Resolution 2015-R-11. Councilman Albert made a motion, seconded by Councilman Proctor. The motion carried unanimously.

Audience Participation:

1. Joyce Culpepper, 237 Harrisburg St., Steelton, PA 17113

Ms. Culpepper stated that she has 3 questions. She wanted to know when UGI would be replacing the lines on Harrisburg Street between Lincoln and Ridge. She stated that she needs to know because she has some structural damage to her house underneath her porch.

Ms. Gellatly states she met with UGI regarding this and UGI stated that it will not be until 2016.

2. Melissa Milberry, 349 Spruce Street, Steelton, PA 17113

Ms. Millberry asked why her son was issued a no trespassing notice for Borough Hall.

Chief King told her that Markis has called him and he should share that information with her.

3. Brandon Flood, 2611 South Second Street, Steelton, PA 17113

Mr. Flood stated as a follow up to Ms. Millberry's inquiry, he talked to the Chief and the Chief said he communicated why to Mr. Millberry was prohibited. Mr. Flood stated it is a matter of transparency, he doesn't care whether it was Mr. Millberry or anyone else. Once the order was brought to his office (Pennsylvania Black Caucus), clearly there was not rational as to why that is, so the way it was interpreted is that anyone could be issued an order without a rational.

Council President Wright stated that on advice of counsel, Council would not be answering his questions.

4. David Botero, 100 Block of Walnut Street, Harrisburg, PA

Council President Wright stated that since Mr. Botero was not a resident of the Borough of Steelton he would not entertain his questions.

5. Candice Ann Zlogar, 380 South 7th Street, Steelton, PA 17113

Ms. Zlogar asked if Council could outline any of the reasons why any of the residents could be arrested at this meeting.

Council President Wright said that he would not entertain questions regarding Mr. Millberry. Ms. Zlogar said she was not talking about Mr. Millberry but about everyone else. For example, if someone said something the wrong way at Council Meeting.

Council President Wright stated again that he would not entertain any questions regarding Mr. Millberry's situation.

Ms. Zlogar also asked if the water was safe to drink and will the residents get a letter that states what has been fixed in the water plant.

6. Natasha Woods, 181 South Front St., Steelton, PA 17113

Ms. Woods is speaking in regard to David Botero's request. He was given word that he would be on the agenda for this evening's meetings to talk about the Multi-generational Park on Mohn Street. He has come before the body before in reference to having a handball court. He was told by Ms. Gellatly that he would be put on the agenda for tonight. As a resident and a friend of Mr. Botero's she is upset that he was not given that opportunity.

7. David Botero, 100 Block of Walnut Street, Harrisburg, PA

His youth mentoring program crosses borders. He hopes that a handball court is added in the future. Mr. Botero reminded Council of the benefits of handball court. He doesn't believe a tennis court would be used as much as a handball court.

Council President Wright stated that this should have been brought to the NEDC Committee. He said that Mr. Botero should work with Councilman Proctor on this.

8. Joanne Little, 247 South 4th Street, Steelton, PA 17113

She was concerned about the lack of meeting minutes that are available to the public to read. She knows it was brought up several meetings ago and wanted to know if there was any progress in getting those minutes available to the residents.

She also asked if there was someone on Council the residents could work with that might be able to give guidance on how to get assisted for elderly or lower income people with their property repairs.

Council President Wright stated that this would be under the NEDC Committee and he said he would let the Borough Manager answer the question about the minutes. Ms. Gellatly stated that we currently appointed someone to start catching up on the minutes and as soon as they start getting produced Council will approve them and then they will go up on the website.

Ms. Little asked if there was a recording. Borough Manager Gellatly stated all meetings are recorded.

9. Emmual Powell, 321 Lebanon Street, Steelton, PA 17113

He stated he has been coming to Council meeting for years, and he said he never saw anything like he did tonight. He believes that Council did not know what they were voting on.

Councilwoman House asked what portion of the meeting Mr. Powell was speaking to. She said that we had gone over waivers at previous meetings so we did know what we were voting on.

Mr. Powell was concerned about the 2 minute rule.

Council Concerns:

Councilwoman House: Nothing

Councilman Shaver: Nothing

Councilwoman Szada: Nothing

Councilman Proctor: Reported on the Helping Hands program. The Easter Egg hunt was a success. The roof on the baseball field will be replaced before baseball starts.

Councilman Albert: Where are we at with the State Store? Ms. Gellatly stated they had 18 months to complete.

Mr. Wion: Asked for an Executive Session for potential litigation.

Borough Manager Gellatly: The Code Department Secretary position is going to be filled and we are accepting applications until Monday, April 20, 2015 at 4 p.m.

Vice President Marcinko: Reported that the signs that were worn and reported by a resident Kaminsky were replaced. Reported that the 3rd Street Steps and 3rd and Blueberry Alley are cracked. They are the responsibility of the Borough and will be replaced. Councilwoman Marcinko reported that she received complaints about Republic on Front Street. Bailey Street playground and the Locust Street steps were vandalized again. Reminded everyone about the Veteran's Appreciation Parade and

Council's honoring the veterans who died in Vietnam and the Taste of Steelton on May 12, 2015.

Council President Wright stated that every year we adopt Robert Rules of Order. He as, Council President, has no more power than anyone else.

A motion was made by Councilman Albert, seconded by Councilwoman Marcinko to go into Executive Session at 7:50 p.m.

A motion was made by Councilman Albert, seconded by Councilman Proctor to return to regular session at 8:45 p.m.

A motion was made by Councilman Albert and seconded by Councilwoman House to accept the resignation of Police Office Thomas Cuckovic after 35 years of service. Motion carried unanimously.

A motion was made by Councilman Albert, seconded by Council Proctor to terminate the employment of Sylvia Brubacher but to give her the option to resign. Motion carried, Councilwoman House abstained from voting stating because she is a mother.

A motion was made by Councilman Shaver and seconded by Councilwoman Marcinko that the 2015 wholesale sewer rate of \$1.94/1000 gallons be approved, conditioned upon the receipt of a release from CRW of the Unreleased Claims, that the Borough pay its proportionate share of the AUS and GHD fully allocated cost study (said study not to exceed \$50,000.00), and that the Borough accept its \$58,800.00 share of the proposed \$1,500,000.00 distribution.

A motion was made by Councilman Albert, seconded by Councilwoman House to adjourn at 8:50 pm.

Respectfully submitted:

**Borough of Steelton
Council Agenda
May 4, 2015**

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Approval of schedules of billing, requisitions and change order as present for: March 2015

Approval of Department Reports:

- Fire and Ambulance
- Police
- Code Enforcement
- NEDC Committee
- Public Works Report
- Mayor's Report
- Borough Manager's Report

Public Comment on Agenda Items Only

Presentations:

Police Chief John King & Mayor Tom Acri Awards Presentation to Officers

Josh Fox, HRG Engineering Activities
(April 2 – May 1, 2015)

Communication: None

Unfinished Business: None

New Business:

Mr. Wion Resolution elimination special purpose parking for
Michael B. Radonovich at 369 South 2nd Street

**Borough of Steelton
Council Agenda
May 4, 2015**

Mr. Wion

Resolution designating a Safety/Risk Management Contact for PennPrime Insurance Trust

Borough Manager

Approval of Tracie Rollins as a Part-Time Parking Enforcement Officer

Borough Manager

Approval of Howard Gray as a Part-Time Property Maintenance Officer

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

**Borough of Steelton
Council Agenda
May 4, 2015**

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert
Denaë House
Maria Marcinko
Brian Proctor
Steve Shaver
MaryJo Szada
Jeffery Wright

Mayor Thomas Acri
Sara Gellatly, Borough Manager
David A. Wion, Solicitor
Ken Klinepeter
John King, Police Chief

Absent:

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED

A motion was made by Ms. Marcinko to approve the schedules, seconded by Mr. Shaver and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Mr. Albert to approve the department reports, seconded by Mr. Shaver and approved unanimously by all present.

Fire and Ambulance - Mr. Shaver reported that on May 21st they will be having a sub, sandwich, and soup sale. On June 6th they will be having a chicken barbeque. On June 18th they will be having a sub and sandwich sale. Mr. Shaver stated that they had been dropped off a gaming grant that needs to be completed and submitted. Mr. Shaver reported that the Assistant Fire Chief is Gene Vance and he is entitled to \$50.00 towards his cell phone bill. Ms. Gellatly reported that the gaming grant will be on the May 18th meeting for approval.

Police –

Code Enforcement –

NEDC Committee –**Mayor's Report –**

Public Works Report –Ms. Gellatly requested that a copy of Mr. Klinepeter's Certification of Completion of training through Emergency Management be placed in his personnel file. A motion was made by Mr. Albert to place the certificate of completion in Ken Klinepeter's personnel file, seconded by Mr. Proctor and approved unanimously by all present.

Mr. Klinepeter commented on ground water coming to the surface.

Ms. Marcinko received a picture of a sign that goes on the playgrounds that they are a non-smoking area. Ms. Marcinko requested Mr. Wion draft an Ordinance to make our playgrounds tobacco free. We have obtained signs from the Department of Health that make it a tobacco free zone once Council gives approval to make the playgrounds a tobacco free zone. A motion was made by Mr. Proctor, seconded by Mr. Albert and approved unanimously by all present.

Borough Manager's Report – Ms. Gellately reported we have interviewed for the positions of part-time Parking Enforcement Officer and part-time Codes Enforcement Officer. Both of those individuals will come before you this evening. Tomorrow we will begin interviewing for the Codes Secretary. The Codes Enforcement Officer position is currently being advertised. Resumes are due May 11th. Ms. Gellatly has met with the County regarding current and future grant funds. We have been preparing for the parade. Mohn Street Park project contractor has officially broken ground and they will be done in the required 75 days to complete the project. Ms. Gellatly advised that she has assisted in managing the Codes Department and has met with UGI to get the point across to them that when they are doing work on both State and Borough Roads there has to be communication with the Borough. Ms. Gellatly advised that she whas secured four bids for grass cutting services for the original 9 properties plus the 30 properties that we need to add and asked that Council take action to approve a vendor. The highest quote, from Four Seasons Property Services came in at \$2,560 per cut, Center City Building Services gave a weekly price of \$1,445, Quentin Jones gave a quote of \$900 per cut, and Murphy's Landscaping gave a quote of \$785 per cut. A motion was made by Mr. Albert to approve Quentin Jones as the Landscaper, seconded by Mr. Proctor and approved unanimously by all present.

PUBLIC COMMENT: AGENDA ITEMS ONLY**Mr. Markis Millberry, 349 Spruce Street**

Mr. Millberry asked if the grass cutting services were ever brought to the public. Ms. Marcinko stated that it is a professional service it does not have to be bid out or advertised.

PRESENTATIONS:

Police chief John King and Mayor Tom Acri – Awards Presentation to Officers

Chief King and Mayor Acri presented an Award of Excellence to Officer Kevin Martin as a result of an incident that occurred in late December of last year that involved a tractor trailer. After the incident was taken care of they received calls commending the officers in the handling of the situation.

Life Saving Pins were presented to Officer Rupert and Officer Etnoyer as a result of an incident that occurred early January of this year. The Steelton Police were dispatched to an Adams Street address for a 2 month old in cardiac arrest.

Josh Fox, HRG – Engineer Report (April 2, 2015 – May 1, 2015)

Ms. Gellatly provided an overview of the Engineer Report in Mr. Fox's absence.

Project No. 1337.0029 (NPDES Phase II MS4 Stormwater Requirements) – HRG had the EPA come in to do an audit. HRG assisted the Borough in responding to the EPA preliminary audit letter, at Ms. Gellatly's request. The response was sent on April 15, 2015 and we awaiting formal response from them.

Project Nos. 1337.0430 & 1337.0462 (Blueberry Alley Storm Sewer Replacement & Washington Street Storm Sewer Replacement) – HRG is working with Ms. Gellatly to prepare a cost estimate so that it can be used when applying for the 2015 CDBG funds.

Project No. 1337.0460 (Streetscape Phase 2) – HRG is waiting for PennDOT to finalize the extension on reimbursement so that the final invoices can be paid. Once this is done the contractor will finish any outstanding punchlist items, which include handing No Parking Signs and a few additional items.

Project No. 0124.0432 (Harrisburg & Pine Streets Utility Improvement Project) – PennDOT has advertised this project and bids are scheduled to be received on May 21, 2015 with an anticipated Notice to Proceed scheduled for July 6, 2015. This project is still on schedule as it was presented.

Project No. 1337.0032 (Baily & Bessemer Groundwater Icing) – Ken Kleinpeter briefly reviewed this project with the icing that we experienced over the winter. There was a site meeting held on April 2nd to review the problem in detail. A proposed scope of work and construction cost estimate will be completed for Council to hear at the next Council meeting.

Project No. 1337.0446 (Pump Station Sewage Grinder Improvement Project) This project is being funded entirely by the Community Development Block Grant Disaster Recovery Program.

Ms. Gellatly stated that there was had placed in the Patriot News on April 2nd, April 5th, and April 9th the due line for requests for qualifications was due Friday, April 17, 2015 at 4:00 p.m. HRG was the only company to submit a request for qualifications. Ms. Gellatly requested a motion to approve the Borough Manager to request a proposal from the consultant based on review of the qualification package. A motion was made by Mr. Albert to approve the Borough Manager to request a proposal from the consultant (HRG) based on review of the qualification package, seconded by Mr. Shaver and approved unanimously by all present.

COMMUNICATION:

Mr. Shaver advised that he received a letter from Kathryn Kocovar. This letter of commendation is for Nikki Salov and Michele Powell who are office employees of the Borough of Steelton. Over the years that she has needed to call, Nikki and Michele have been helpful, courteous, and knowledgeable. She asked to extend her appreciation to both employees for a job well done. Mr. Wright requested a motion to place a copy of the letter in both employees' personnel files. A motion was made by Ms. Marcinko to place a copy of the letter in both employees' personnel files, seconded by Mr. Albert and approved unanimously by all present.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Mr. Wion - Resolution for elimination special purpose parking for Michael B. Radonovich at 369 South 2nd Street— Mr. Wion reported that the Borough has been looking in relation to some of the handicap special purpose parking spaces and has determined that the space at 369 South 2nd Street had originally been issued to Michael Radonovich. When he left it was being used by Connie Kratzner, who is now deceased. Therefore Resolution 2015-R-12 is a resolution to eliminate the special purpose parking space, which is listed under the name of Michael B. Radonovich at 369 South 2nd Street. A motion was made by Mr. Albert to approve Resolution 2015-R-12, seconded by Mr. Proctor and approved unanimously by all present.

Mr. Wion - Resolution designating a Safety/Risk Management Contact for PennPrime Insurance Trust – Mr. Wion reported that Resolution 2015-R-13 is a resolution that designates the Safety and Risk Management Contact for PennPrime Insurance Trust. That is the general insurance provider for the Borough. They also, internally provide loss control initiatives in regard to their insurance. They have now required the Borough to designate a Safety/Risk Management Contact. That person will be responsible for loss control and risk management under their PennPrime Loss Control Initiative. A motion was made by Mr. Albert to approve Resolution 2015-R-13, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wion stated now that the Resolution authorizes the designation of the Safety/Risk Management Contact, the Borough has determined that Council, by motion, appoint the Public Works Director, Ken Klinepeter, as your Safety/Risk Management Contact pursuant to the provisions of the Resolution, so that the forms can be filled out and he can be so designated. A motion was made by Mr. Albert to appoint Ken Klinepeter as the Safety/Risk Management Contact, seconded by Ms. Marcinko and approved unanimously by all present.

Mr. Wright – Changes to Personnel Committee – Mr. Wright advised that he received a letter from Steve Shaver stepping down as Personnel Committee Chair and the Committee, due to obligations with his job. Mr. Wright will assume the position until another Council member is named. Mr. Wright advised that he also received notification from Mr. Albert that he would like to step down from the Personnel Committee due to obligations with his job. Mr. Wright appointed Mr. Albert on the Personnel Committee. He will look at the Committee list and Mr. Albert will be appointed to serve on a different committee.

AUDIENCE PARTICIPATION:

Mr. Markis Millberry, 349 Spruce Street

Mr. Millberry asked about the status of his application to be appointed on the Zoning Board. Nobody has been appointed to the Zoning Board. Ms. Gellatly will work with Mr. Wion and inform Council if Mr. Millberry has met the requirements.

Mr. Millberry asked about why his Right to Know requests were denied saying the Borough would respond in 30 days. Ms. Gellatly stated that she sent him his 30 day extension.

Mr. Denny Heefner, 347 Swatara Street, Chair of Planning Commission

Mr. Heefner asked the Borough what the status was of the steel mill as far as them submitting the proper paperwork. A brief discussion was held. The Borough Manager, Chief King, Mr. Heefner will work together on this issue.

Natasha Woods, 181 S. Front Street

Mr. Woods stated this past weekend they held their spring clean-up. A large portion of the volunteers were youth in the community. She will be giving them certificates and she asked if a representative of the Borough would also sign the certificates. Mr. Wright authorized the NEDC Committee to sign the certificates.

Emmuel Powell, 321 Lebanon Street

Mr. Powell has been trying to get touch with the Code Officer. We currently do not have a Code Enforcement Officer. He was advised to contact Chief King or Ms. Gellatly.

Mr. Powell stated that the telephone service is out of site. You call here and you can't get anyone. You are transferred all over the place. He also asked why we have to send water to Middletown for lab tests.

COUNCIL'S CONCERNS:

Mr. Shaver – thanked everyone who is working on the Taste of Steelton Project. The brochures are very nice.

Mr. Proctor – thanked the group who came out to do the spring clean-up. We are aware of several issues and are working on them.

Mayor Acri – asked about the lighting at the tennis court.

Chief King – thanked the community for coming together for the spring clean-up. He encouraged residents to get involved in a neighborhood watch program. The Fire Police are in need of volunteers.

Ms. Marcinko – attended the Dauphin County Commissioners quarterly breakfast. It was a good experience. She thanked the people working on the Taste of Steelton Project.

Mr. Wright – thanked everyone for coming out tonight. Our forefathers on Council put together committees for a reason. Committees cannot vote on any item or legislate. Committees should bring items to the Council.

Executive Session – Mr. Wright advised that Council would be recessing into Executive Session to discuss potential litigation and personnel issues. Mr. Wright thanked everyone for coming out to the meeting.

ADJOURNMENT:

After reconvening from the Executive Session, no other business before Council, on a motion made by Mr. Albert, seconded by Mr. Proctor, the meeting adjourned at 7:40 pm.

Respectively Submitted:

Sara Gellatly

Borough Secretary

**Borough of Steelton
Council Agenda
May 18, 2015**

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Approval of schedules of billing, requisitions and change order as present for: April 2015

Approval of Department Reports:

- Fire and Ambulance
- Police
- Code Enforcement
- NEDC Committee
- Public Works Report
- Mayor's Report
- Borough Manager's Report

Public Comment on Agenda Items Only

Presentations None

Communication:

Borough Manager Letter of Gratitude

Unfinished Business:

Mr. Wion Review of draft Tobacco Free Zone Ordinance

New Business:

Borough Manager Status on pending projects and approvals of projects

Borough Manager Approval of the Dauphin County Local Share Municipal Grant Agreement in the amount of \$50,000

**Borough of Steelton
Council Agenda
May 18, 2015**

Council Concerns

Executive Session

Other Business

Adjournment

Minutes
Steelton Borough Council Meeting
May 18, 2015

Present:

Absent: None

Council President Jeffery Wright
Council Vice President Maria Romano Marcinko
Council Pro Tem Michael Albert
Councilman Stephen Shaver
Councilwoman MaryJo Szada
Councilwoman Denae House
Councilman Brian Proctor

Mayor Thomas Acri

Staff:

Sara Gellatly, Borough Manager
David Wion, Esq., Solicitor
Joshua Fox, HRG
John King, Chief of Police
Ken Klinepeter, Director of Public Works

Call to Order:

The May 18, 2015, meeting of Steelton Borough Council was called to order by Council President Jeffrey L. Wright at 6:30 p.m.

Pledge of Allegiance:

The Pledge of Allegiance and a moment of silence were led by Mayor Thomas F. Acri.

Executive Sessions between Meetings:

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

Approval of schedules of billing, requisitions and change orders:

A motion was made by Councilman Albert and seconded by Councilman Proctor to approve the schedule of billings, requisitions and charge orders for the Month of April 2015. The motion carried unanimously.

Approval of Department Reports:

President Wright announced that going forward, if there is a Department Head present at the meeting, they will present their report. In the absence of a Department Head, the Councilperson who is Chair of the Department Committee will be given to opportunity to present the report.

Fire & Ambulance: No report was given.

Police: Chief King reported that the new parking enforcement officer will be on their own next week. The Chief reported that the Police Department is continuing to be pro-active in responding to citizen complaints. In the month of April, there was a total of 45 arrests, which included juvenile and adult arrests.

Code Enforcement Office: Borough Manager Gellatly reported that she, the Mayor, and Chief King met with Arcelor Mittal to discuss the outstanding issues that Mr. Heefner brought to the Council's attention and reported that a resolution is in the near future. Further, missing documentation was located and, in Ms. Gellatly's opinion, they are cooperating with the Borough and all missing documents will be sent to the Borough from Arcelor Mittal.

NEDC Committee: No report was offered.

Public Works Committee: Ken Klinepeter presented the Public Works Committee report.

Mr. Klinepeter reported that the Public Works staff is cleaning up playgrounds, painting curbs, and performing maintenance tasks. The staff's focus this summer will be to make a concerted effort to perform maintenance and improvements along Front Street since it is the most visible thoroughfare in town. He asked that the residents please work with the Public Works crew as they work along Front Street. Mr. Klinepeter asked that residents give the Department a call to report any necessary work.

In addition, Mr. Klinepeter highlighted water filtration plant issues provided under miscellaneous on his report and that there were construction conferences held for two different projects going on in the Borough. One project has gotten underway that is the new emergency power generation installation at the water filtration plant and that is expected to start soon will be the sewer grinder improvement project at all three of the sewer pump stations.

Mr. Klinepeter stated that he met with the Water Authority last week and the Borough Engineer provided some information on resolving the DEP consent order. On the issue of the consent order agreement, DEP is satisfied with all the work that has occurred under the order and their work at the filtration plant will be ending in June of this year. However, as a result of the consent order and investigation, and as a result of a new regulation for disinfection by-products, the water filtration crew has uncovered another problem.

Residents are aware of the violations that happened last summer and this past winter for disinfection by-products. That issue has not been corrected and has been determined to be a problem due to the design of the plant. When the plant was built in 1973, it was not designed for today's regulations as far as chlorination of water. Recent regulations now require contact time with chlorine and water to not create disinfectant byproducts that exceed a maximum amount. In order to achieve that, a procedure was implemented at the plant to chlorinate the water some years ago and now that has become a problem with the new regulations for disinfection by-products.

Mr. Klinepeter stated that something will need to be done to address this issue. The Authority is planning another presentation to the public. Mr. Klinepeter suggested that Council remain conscious of that meeting and encouraged attendance.

Mr. Klinepeter informed the Authority that staff will be facing another issue with disinfection by-product violations this Spring because the weather is warming and the river is higher, which leads to higher organic materials in the water. When staff injects chlorine into that type of solution, there will be more disinfection by-product formation. Mr. Klinepeter stated that council and residents should not be surprised when future notifications of violation of the disinfectant byproduct rule occur due to the infrastructure needs at the water filtration plant. The Engineer will be issuing a report on the various options that can be utilized to correct the disinfection by-product.

Councilwoman Marcinko asked Mr. Klinepeter to clarify the safety of the water for consumption. Further, the problem is the way the chlorine goes into the system and that the Steelton Water Filtration Plant was not built to accommodate the new regulations. Mr. Klinepeter concurred with Councilwoman's Marcinko's statement. Mr. Klinepeter reiterated that the plant was built in 1973 and there was no such thing as disinfection by-product monitoring or a maximum contaminant level set by the Federal Government for the amount of dysfunction by-products until recently. Recent EPA and DEP standards have created the issue and the Authority must address this. When disinfection by-products above the minimum contaminant level (MCM) are present in drinking water, it is considered a Tier 2 non-emergency violation. It is not an immediate health threat. However, DEP indicated that this issue needs to be addressed because drinking large amounts of water with high DBPs over a long period of time may increase risks for certain diseases. It is something staff discovered last Summer and spent the remainder of the year looking at, testing, evaluating and having DEP engineers work on solutions. There are two options ready to present.

Mr. Klinepeter informed Council that residents can drink the water under federal and state requirements. Further, it is safe to drink but they want to give you this advisory. If you choose not to that is your own decision. Again, it is not an immediate health threat. They are meeting with us and talking with us and we will determine what direction we will go.

Mayor's Report: The Mayor reported that he had a meeting with Penn State Harrisburg and they are offering a Summer program for all children in the Borough of Steelton. The program includes soccer, baseball, tennis and softball. There is a cost for the program but any individuals who are granted a free or reduced meal at school will be offered a 90% discount towards program. The Mayor has pamphlets from Penn State Harrisburg and he will place them in the lobby for anyone who is interested. They also provided a banner that will be hung across Front Street to advertise the program. The program is sponsored by United Concordia Dental and Highmark. The program includes lunch, and there is a big savings to our children.

Borough Managers Report: The Borough Manager indicated that the detour signs for the UGI project went up on Friday, May 15, 2015, with a state date of June 1, 2015. The Borough will be putting out a press release that HRG and Chief King helped to create, which will be sent to all media outlets including radio. The Borough provide the press release on the Borough website and if anyone wants to share it via social media, they are welcome to do so. The Borough Manager provide the press release to all Council Members and the Mayor.

There were no questions on the reports. A motion was made by Councilman Proctor and seconded by Vice President Marcinko to accept the Department Reports. The motion carried unanimously.

Public Comments on Agenda items Only:

- 1) Markis Millberry, 349 Spruce Street, Steelton, PA 17113 - Mr. Millberry stated that every

Council member was aware that he wanted to be appointed to the Zoning Board a year and half ago. At the last council meeting, he provided copies of W-2 wage statements, bank statements and other requested documents. He questioned why Council was making an appointment to the Water Authority and not to the Zoning Board. President Wright indicated that he was going to call for a motion on that position immediately.

President Wright called for a motion to appoint Mr. Millberry to the Zoning Board. No motion was made by any Council Member.

2) Dennis Heefner, 337 Swatara Street, Steelton, PA 17113 – Mr. Heefner stated that he didn't know if he should address his issue now but asked if Council was going to appointment Mr. Segina to the Planning Commission tonight.

President Wright stated that it will be brought before Council tonight as indicated on the agenda.

Mr. Heefner continued with his comments at this time because he was unable to stay for the remainder of the Council meeting. Mr. Heefner said that if Council brought Mr. Mike Segina on the Planning Commission, there would be five (5) members, which would constitute a full Board.

Mr. Heefner indicated that he would support moving Ms. Patsy Moore to Zoning after Mr. Segina is appointed and familiarizes himself with the system. Mr. Heefner indicated that he doesn't want to lose Ms. Moore on the Planning Commission, but he has talked with her several times regarding the probability of a variance coming before the Zoning Board that cannot be adjudicated because of a lack of a quorum on the Zoning Hearing Board.

Mr. Heefner indicated that the last two variances were not too big of a deal. Mr. Heefner posed a hypothetical question, asking what would happen if someone would create a bar in the Borough, bring their own alcohol, and request a variance. Mr. Heefner indicated that in this situation, he believed, they would automatically receive the variance due to lack of members on the Zoning Board.

At this time, there was an exchange between Mr. Millberry and Mr. Heefner which led President Wright to inform Mr. Millberry that if he was out of order he would be removed from Chambers if the situation continued.

Mr. Heefner requested, for the betterment of the Board due to Ms. Moore's expertise in zoning, that he would prefer that the third person on the Board have a legal background. Mr. Heefner referenced the value of having an individual with legal experience referencing the benefits the Board had with Mr. Rozman served.

3) Emmual Powell, Jr., 321 Lebanon Street, Steelton, PA 17113 – Mr. Powell asked how long handicap signs stay up after an individual has passed away. President Wright advised Mr. Powell to contact Public Works and/or the Chief of Police if he knows of someone who is deceased with a handicap sign. Public Works and/or the Chief of Police would ensure that it is removed.

Mr. Powell noted that Public Works only cut the grass and trees on part of Adams Street and shared concern about the part that is the Borough's property. Mr. Powell questioned why Public Works can cut grass everywhere else and not cut those trees down. Councilwoman Marcinko stated Public Works will look into this.

Mr. Powell asked Mr. Klinepeter if the water wasn't 100%. Mr. Klinepeter said it is 100% safe to drink.

At this time, President Wright reminded the public that at this time in the meeting, Council intended to hear comments on agenda items only.

President Wright asked for public comments on agenda items only. He said that the public would have the opportunity to speak on any issue at the end of the meeting.

Councilwoman House asked, as far as Mr. Millberry's request to be placed on the Zoning Board, if Mr. Millberry was given a reason why or a letter indicating the process. Mr. Wion stated that appointments to Boards and Commissions are at the sole discretion of Council. Mr. Wion shared that Council either has a motion and it acts or it doesn't. Further, Mr. Wion shared that Council may or may not send a letter to anyone who is interested in a position. However, Mr. Wion indicated that Council is not required to do so. Mr. Wion indicated that that Mr. Millberry would not be appointed to the Zoning Hearing Board at this time because the Council took no action on the issue to date.

Councilwoman House asked when Mr. Segina was appointed to the Zoning Board. Borough Manager Getlatly stated that Mr. Segina has not yet been appointed and it is on the agenda for tonight's meeting. Councilwoman House asked when Mr. Segina submitted his letter of interest and resume. Mayor Acri stated that this was done at the March meeting when he made the announcement that the Water Authority was looking for an individual to replace a position on the Board, and that they had 30 days to provide an application or resume to indicate their interest. Further, Mayor Acri indicated that this was posted and the only individual who submitted an application was Mr. Michael Segina.

Presentations: None

Communications:

Borough Manager Gallatly reported she received a letter from Mr. Todd Lawson requested it be shared with Council. Mr. Lawson's letter read as follows:

I want to thank the local government of Steelton Borough for supporting my recent move into Blue Front Lounge. The Mayor, Tom Acri; Police Chief John King; Borough Secretary, Sara Gellatly; and the entire Borough Council deserve credit for supporting local businesses. People, including myself, can be critical of local government but we should also be civil and show appreciation as it is in this case here. I am sorry I could not be here in person tonight to share this with you but I wanted again to let you know. Thank you.
Todd Lawson.

Unfinished Business:

Mr. Wion reported on the request of Councilwoman Marcinko to draft an ordinance regarding a smoking ban at Borough Parks. Mr. Wion reported that he send a draft of the Tobacco Free Ordinance to all Council members.

The ordinance amends a chapter of the current Borough Code dealing with Parks and Recreational facilities. It also changes one section providing for the prohibition of the consumption and use of tobacco including, and without limitation to, smoking. Smoking is defined as a lighted cigar, cigarette or pipe or any other matter which contains tobacco or chewing tobacco products in zones that are posted as tobacco free zones with certain approved signage. The Ordinance then describes tobacco free zones, which is defined under the Parks and Recreation Facilities Code used to describe the areas, where smoking would be prohibited. The Borough prohibits smoking within a reasonable distance of not less than 20 feet from the areas that are clearly posted that way. There is a provision that any person, who after one verbal warning refuses to comply, may be required by a Borough Official or Police to immediately leave the tobacco free zone.

Mr. Wion indicated that he wanted to bring this before Council in the event that there were any questions or comments before he advertised the ordinance. President Wright asked for any questions on the review of the drafted tobacco free zone ordinance before it goes to advertisement.

President Wright asked for a motion to send to advertise. A motion was made by Councilman Albert and seconded by Councilwoman Marcinko.

Councilwoman Marcinko stated that the Ordinance was based on the request of several residents because there were tobacco free zones in playgrounds. As soon as the ordinance is passed, it will be sent it to the Department of Health who will then provide the Tobacco Free Zone signs for the playgrounds. The motion carried unanimously.

New Business:

President Wright announced that the Borough Manager and Mr. Joshua Fox from HRG will be speaking on the status of pending projects and approvals of projects.

Mr. Fox reported that he had items for consideration. The first item is consideration for approval the final change order for Contract 2014-02, for a decrease in the contract price in the amount of \$5,890.00. This change order was a reconciliation of final adjusted quantities for the contract and finalizes the work approved in Work Change Directive #1.

President Wright asked if there were any questions on Contract 2014-02. Borough Manager Gellatly pointed out that in the first figure Mr. Fox presented, the \$5,890.00, is actually the amount that FARHAT, the contractor, came in under budget. Therefore, the dollar amount that needs approved is the amount of \$24,675.00.

President Wright entertained a motion to approve the change order in the amount of \$24,675.00. A motion was made by Councilman Albert and seconded by Councilwoman Marcinko. The motion carried unanimously.

Mr. Fox stated Contract 2014-02 is now finalized and the change order and final payment would be submitted to the County for full reimbursement.

The second item Mr. Fox presented is a copy of an authorization for additional services for the pump station sewer grinder improvement project. This includes additional engineering fees in the amount of \$22,000. This is the result of additional work that was requested by the Borough and approved by the County to be entirely covered by CDBG funds. Council was presented with a

memorandum that was prepared for the County and summarizes the amount of the initial grant, the amount of the initial contract, the assumed contingency amount, the original engineering agreement amount, and the additional construction and engineering costs. What this memorandum provided is engineering and permitting for an additional entrance to the Trewick pump station which will provide additional safety and operability to the existing operators similar to the Water Treatment Plant that was brought up earlier. The Trewick pump station was built in the 1970's and under a previous electric code. In order to meet NFPA requirements for the initial project, certain spaces needed to be separated. Mr. Fox reported that what this will, because we are under budget with the current grant amount, provide the operators with this additional access point and improve safety and ventilation equipment in the wet well.

President Wright asked if there were any questions on the approval of \$22,000 for additional engineering costs for the pump station sewer grinder improvement project to be paid with CDFBR funds. Councilwoman Marcinko made a motion, seconded by Councilman Albert. The motion carried unanimously.

The final item Mr. Fox presented for Council's consideration was an authorization for additional services for engineering work for the Harrisburg and Pine Street utility improvement project. This is a component of a three party agreement between the Council, the Steelton Borough Authority, and HRG. This is for additional work during the construction phase of the project as requested by PennDOT that includes our construction project administration and on-site inspection during and throughout the construction process to review both the water, sanitary sewer and storm water facilities. This will be an amount for time and materials basis not to exceed \$248,500. This is a joint cost between the Authority and the Borough at 84% paid for by the Authority and 16% paid for by the Council. The Council will be approving time and materials not to exceed \$39,760.00.

Borough Manager Gellatly stated that this money is coming out of the GOB 2015 and for the record on May 11, 2015, the Authority approved this agreement for the professional services pending the Solicitor's approval and subsequently the Authority's Solicitor approved the agreement.

President Wright called for a motion to approve the HRG time and materials contract not to exceed \$248,500. A motion was made by Councilman Albert and seconded by Councilman Proctor. Councilman Shaver asked if the terms and conditions were the same as previously approved for this project. Mr. Fox stated that that was correct. The motion carried unanimously.

Borough Manager Gellatly discussed the Borough's application for \$50,000 dollars which will go towards paying off the GOB 2015 specifically for the firehouse project, which the total project is \$500,000. She asked for Council approval of the Dauphin County Local Share Municipal Grant Agreement in the amount of \$50,000. A motion was made by Councilman Proctor seconded by Councilwoman Deane House to approve this agreement. Motion carried unanimously.

Borough Manager Gellatly discussed the grant that the volunteer fire department submitted and the Borough was in support of their grant. The grant is to help reduce debt associated with equipment, in the amount of \$28,866. President Wright called for a motion to approve the grant agreement. A motion was made by Councilwoman House and seconded by Councilwoman Marcinko. The motion carried unanimously.

Borough Manager Gellatly stated that at the last Water Authority Meeting on May 11th, Mr. Spencer advised that, due to some personal issues, he intends to end his term prior to its expiration.

Mr. Spencer submitted a letter of resignation from the Water Authority effective May 18, 2015.

President Wright called for a motion to accept the resignation. A motion was made by Councilwoman House and seconded by Councilman Albert. Mayor Acri requested that the Borough Manager send a letter to Mr. Spencer thanking him for his years of service. Councilwoman Marcinko commented that Mr. Spencer was an asset to the Borough. The motion carried unanimously.

Borough Manager Gellatly reported that Mr. Michael Segina indicated interest in serving on the Water Authority. He would be replacing and finishing out Ray Spencer's term, which would expire on December 31, 2015.

President Wright called for a motion to approve the appointment. A motion was made by Councilman Albert and seconded by Councilwoman Marcinko. Councilwoman Szada asked in the case of Mr. Segina being elected to Council would it preclude him from serving on the Water Authority and the Planning Commission. Mr. Wion reported that there would be no prohibition at this time. The motion carried unanimously.

Borough Manager Gellatly requested approval of the appointment of Mr. Michael Segina to the Planning Commission for the term expiring December 31, 2018. A discussion was held regarding the process. President Wright called for a motion to approve the appointment. A motion was made by Councilman Albert and seconded by Councilwoman Marcinko. The motion carried unanimously.

Solicitor Wion reported that the Police have done a traffic study at the request of Ms. Dorothy Zimmerman for the establishment of a special purpose parking zone for S. Harrisburg Street. Mr. Wion submitted Resolution 2015-R-14 for the establishment of a special pupose parking zone for S. Harrisburg Street for consideration. President Wright called for a motion to approve the Resolution. A motion was made by Councilman Proctor and seconded by Councilwoman Marcinko. The motion carried unanimously.

Solicitor Wion reported that the Council has been working on establishing hours of operation and procedures for the entry into the municipal offices and the area in this particular building, including Council chambers, stairways, hallways, etc.; establishing certain prohibited activities, such as smoking, loitering, use of alcoholic beverages, creating noise that interferes with the normal conduct of business, and bringing animals into the building; and providing security of the building by Steelton Police . Resolution 2015-R-15 adopts the policy as Mr. Wion described. President Wright called for a motion to approve the Resolution. A motion was made by Councilman Proctor and seconded by Councilwoman Marcinko. The motion carried unanimously.

Solicitor Wion reported that earlier this year the Uniform Firearms Act was amended by the Pennsylvania State Legislature. The Uniform Firearms Act, among other things preempts the field of the regulation of firearms, as described in the Act. It provides that no municipality may in any manor regulate the ownership, possession, transfer, or transportation of firearms, ammunition, or ammunition components when carried or transported for purposes not prohibited by the laws of the Commonwealth. Most recently that has been amended to indicate that a person adversely affected by any ordinance, resolution, regulation, rule, practice or any other action promulgated by a municipality, is subject to the receipt of actual damages, if a court of law determines that it exists, as well as potential attorney fees and other expenses for bringing such action.

As a result Mr. Wion reviewed the Borough's own Code of Ordinances in regard to removing any attempted regulation of firearms, as they are defined. Mr. Wion determined that there were at least two current chapters. One relating to animals which deals with hunting, and a conduct provision which prohibits certain discharge of certain firearms as defined and the Parks and Recreational Facilities reference to firearms, and further repealing any Borough ordinance, resolution, rule or regulation, which regulated the lawful ownership, possession, or transportation of firearms, ammunition, or ammunition components. Ordinance 2015-2 provides changes in the sections of the Borough code that Mr. Wion indicated, as well as the general removal or repeal of any attempt by the Borough to regulate firearms in contradiction to The Uniform Firearms Act.

President Wright called for a motion to approve the Ordinance. A motion was made by Councilman Proctor and seconded by Councilman Albert. The motion carried unanimously.

Audience Participation:

1.) Markis Millberry, 349 Spruce Street, Steelton, PA 17113

Mr. Millberry stated that his first concern was dealing with the Borough Manager's dog being in the office. Last month Mr. Millberry indicated that he came into the office and found that Ms. Gellatly's dog was in the Borough Manager's office alone. Mr. Millberry asked if anything was done about the dog being present in the office and if anything was going to be placed in Mr. Gellatly's file. President Wright stated that Council just passed an ordinance prohibiting animals in the Borough building. He also stated that nothing would be placed in her file.

Mr. Millberry asked if Council could elaborate about the sewer rates, residential and commercial. Ms. Gellatly stated that someone in the office could provide Mr. Millberry with that information.

Mr. Millberry asked if the Council was looking for any volunteers for the Planning Committee. Ms. Gellatly answered no.

Mr. Millberry asked how many people have to be on the Planning Committee for it to be a proper forum. Ms. Gellatly stated that there five people that serve on that committee and tonight the fifth spot was filled.

Mr. Millberry asked how many people are on the Zoning Committee. President Wright answered three.

Mr. Millberry asked if Council was looking for anyone for on the Zoning Committee. President Wright stated that Council was not looking for anyone.

Mr. Millberry inquired about the last time the Steelton Foundation had a meeting. Councilwoman Marcinko stated that the Steelton Community Development Foundation is a 501(c)3 arm of the Borough of Steelton. Further, the Foundation has not had a meeting in approximately two years, nor is it required to have a meeting. The purpose of the Foundation was to bring projects into the community.

2.) Tanisha Hawkins, 129 N. Harrisburg Street, Steelton, PA 17113

Ms. Hawkins stated that this is only her third time attending a meeting and that tension is felt as soon as you walk into the room. Ms. Hawkins shared that this fact is sad because people voted Council to represent the people. Ms. Hawkins stated that the tension makes her very uncomfortable when attending meetings and that is why she does not attend more regularly. Further, Ms. Hawkins shared that there should be a level of respect for all people, not just Council, and not just the residents. Ms. Hawkins shared that we all have to live here and we all have to deal with each other and therefore we all should have a level of respect.

3. Natasha Woods, 181 S. Front Street, Steelton, PA 17113

Ms. Woods asked if the notification of a resignation from the Water Authority is provided to the community, and how it would get out to the committee. Mr. Proctor shared that it was discussed by Mayor Acri several council meetings ago that Mr. Spencer wanted to step down. Ms. Gellatly shared that discussion took place at several meetings that all committees were looking for people.

Ms. Woods asked for an update on the Mohn Street Park Project, specifically the lights and if the playground equipment was going to be installed. Ms. Woods asked if there would be a second phase of that project. Ms. Gellatly shared that Council was still considering lights or dusk to dawn lights. In the grant the Borough received, funds cannot be used for playground equipment. However, the Borough received a grant around \$49,000. Ms. Gellatly shared that Council was waiting to learn if the funds can be spent all at one park or if it must be spread among all the parks. If it can all be spent at one park, it would be Council's hope to put playground equipment there. The park is being prepared in case equipment can be put in. Ms. Gellatly shared that she should have an answer about the lights at the next meeting.

4. Emmuel Powell, 321 Lebanon Street, Steelton, PA 17113

Mr. Powell asked hours of operation at the Borough building. Ms. Gellatly stated that there is an issue with the hours of operation in the changed policy. Monday through Thursday the Borough is open from 7:30 a.m. to 4:30 p.m. and on Friday the Borough is open 7:30 a.m. to 4:00 p.m. on the third floor for payments. Mr. Wion stated that an amendment can be made to the policy as to the resolution and correct the hours in the first paragraph. President Wright called for a motion to amend the hours of operation in the policy. A motion was made by Councilman Albert and seconded by Councilwoman House. The motion carried unanimously.

5. Keontay Hodge, 2611 S. Second Street, Steelton, PA 17113

Ms. Hodge asked exactly what the amendment was since the hours did not change.

Ms. Gellatly stated that the hours of operation have not changed, just the way the hours were written in the policy that was passed.

Council Concerns:

Councilwoman House thanked everyone for their condolences and support.

Councilman Shaver reminded everyone to get out and vote tomorrow.

Councilwoman Szada – None

Councilman Proctor explained why he voted in opposition to Mr. Markis Millberry being placed on the Planning Committee. Councilman Proctor indicated that Mr. Millberry has regularly attended NEDC meetings and that Mr. Millberry wanted to build a community garden and take charge of it. Councilman Proctor informed Mr. Millberry that he would buy him a bench for the community garden. Councilman Proctor shared that prior to the Council meeting, he drove by the area and it was still a grass lot. Further, permission was given for Locust Street steps to plant flower pots; however, nothing has been done. Therefore, Councilman Proctor shared that these are the reasons why he couldn't support Mr. Markis Millberry in the position on the Zoning Board.

Councilman Albert stated that he has never disrespected Mr. Millberry and that he supports Councilman Proctor's feelings.

Borough Manager, Ms. Sara Gellatly - None

Mr. Fox - None

Mr. Klinepeter - None

Chief King - None

Councilwoman Marcinko thanked everyone involved in the Veterans Day Parade and the 1st Annual Taste of Steelton.

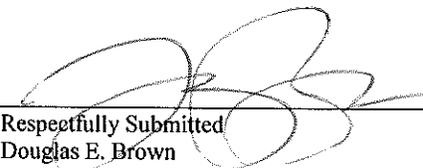
Councilwoman Marcinko stated that Prince of Peace Church is holding a Kids Cafe for 11 weeks. It is limited to 40 children. It is free for the children.

Councilwoman Marcinko briefly explained to Mr. Millberry that he does not use his energy in the right way. Further, this is an operation of public government and that Mr. Millberry needs to respect that. Councilwoman Marcinko briefly explained the duties of Council and the Borough Manager.

President Wright reminded everyone to vote.

President Wright called for a motion to recess into Executive Session at 7:52 p.m. Councilman Albert made a motion and seconded by Councilman Proctor. The motion carried unanimously.

There being no further business to conduct, a motion to adjourn was made by Councilman Shaver, seconded by Councilman Albert, and it carried unanimously.


12-3-2015

Respectfully Submitted
Douglas E. Brown
Borough Secretary/Treasurer
Borough Mauager

Borough of Steelton
Council Agenda
June 1, 2015

Call Meeting to Order: Vice President Maria Marcinko

Pledge of Allegiance: Vice President Maria Marcinko

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Public Comment on Agenda Items Only

Presentations:

Mayor Acri Oath of Office to Casey McMillan

Mayor Acri Oath of Office to Dory Thompson

Communication: None

Unfinished Business:

Mr. Wion Ordinance amending the Tobacco Free Zone Ordinance

New Business: None

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

Borough of Steelton
Council Agenda
June 1, 2015

The regular monthly meeting was called to order at 6:30 pm, by Vice President, Maria Marcinko, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert
Maria Marcinko
Brian Proctor
Steve Shaver
Denae House

Mayor Thomas Acri
David A. Wion, Solicitor
Sara Gellatly, Borough Manager
King Klinepeter

Absent:

Mary Jo Szada
Jeffery Wright

PRESENTATIONS:

Mayor, Thomas F. Acri – Oath of Office to Casey McMillan

Mayor Thomas F. Acri administered the Oath of Office as a police officer to Casey McMillan.

Mayor, Thomas F. Acri – Oath of Office to Dory Thompson

Mayor Thomas F. Acri administered the Oath of Office as a police officer to Dory Thompson.

Ms. Marcinko congratulated and welcomed the officers to the Borough.

PUBLIC COMMENT: AGENDA ITEMS ONLY

None

COMMUNICATION:

Letter from Tony and Mary Goles and Kitty Kocevar thanking Chief King, Niki Salov and two borough employees for their prompt and efficient action in a code enforcement matter. A motion was made by Ms. Marcinko to place the letter in the personnel file of Niki Salov and John King, seconded by Ms. House and approved unanimously by all present.

UNFINISHED BUSINESS:

Mr. Wion, Ordinance amending the Tobacco Free Zone Ordinance – Mr. Wion stated that the Borough considered, through a committee discussion last month, to revise a portion of its Steelton Code, Chapter 77 Parks and Recreational Facilities. The revisions are: first, to delete all reference to the Steelton Highspire Recreation Commission, which is no longer in existence, and second, to change the provision of 77-3 Prohibited Conduct, Sub-Section 819 from its previous provisions dealing with fire arms, to a new section prohibiting the consumption or use of tobacco, including without limitation, smoking, which is then defined, or chewing tobacco products in areas clearly posted with signage and designated as tobacco free zones. Smoking and use of tobacco products are also prohibited within a reasonable distance of not less than 20 feet from areas that are posted with signage and designated tobacco free zones. These revisions are contained in a new Ordinance which also provides for the removal of persons who are violating that section. That is Ordinance #2015-3 for Council's consideration. A motion was made by Mr. Proctor for the approval of Ordinance #2015-3 seconded by Mr. Albert and approved unanimously by all present.

NEW BUSINESS:

None

AUDIENCE PARTICIPATION:

Diane Miller, 448 Swatara Street

Ms. Miller thanked the police and the acting code enforcement officer for their help cleaning up the neighborhood. She suggested that the Borough needs the tenants that live there to get involved.

Markis Millberry, 349 Spruce Street

Mr. Millberry asked about the status of his Right to Know requests that he submitted.

Mr. Powell, 321 Lebanon Street

Mr. Powell asked questions about a news segment he saw on TV about an application regarding water samples.

Mr. Acri stated that there was a segment on TV about a Right to Know request which the TV station had submitted for paperwork. The station was were looking for how funds were being allocated and distributed.

Kelly Kratzer, 320 Spruce Street

Ms. Kratzer asked what the curfew hours are for the Borough.

Chief King advised that the curfew for persons 17 and under is 11:00 p.m. and 16 and under is 10:00 p.m.

Ms. Kratzer asked about the use of motorized scooters, bikes. Ms. Kratzer stated that there are some issues with young children coming down the board walk into traffic.

Markis Millberry, 349 Spruce Street

Mr. Millberry asked when the potholes will be fixed in the Borough.

A response was given that the Public Works Department will check the locations indicated by Mr. Millberry.

COUNCIL'S CONCERNS:

Mr. Proctor – On June 27th at 3:00 p.m. there will be a Dedication Ceremony at the Midget Baseball Field.

Mr. Albert – asked Chief King to explain the nature and operation of Junior Police Academy.

Detective Minium provided a brief overview of the academy.

Mr. Acri – thanked the police department for the academy this year and thanked everyone for coming to the meeting, especially the family of the two new police officers.

Ms. Gellately – the UGI project began today and is expected to last six weeks. Mohn Street Park is still moving along and that is expected to be finished on time. The vehicle for the fire chief is in process. The issue with one of the cell phones was resolved. There are changes to the fire company By-Laws needed. Invoices are being turned in late, past the due-date.

Chief King – welcomed the new police officers.

Ms. Marcinko – welcomed new police officers. The John Marcinko's Memorial Fund will be used partially for the Junior Police Academy.

EXECUTIVE SESSION

At 6:56 p.m. a motion was made by Mr. Albert to enter into Executive Session for a personnel matter seconded by Mr. Proctor and approved unanimously by all present.

OTHER BUSINESS

None

ADJOURNMENT:

There being no other business before Council, on a motion made by Ms. House, seconded by Mr. Albert, the meeting adjourned at 8:02 pm.

Respectively Submitted:

Sara Gellatly
Borough Secretary

Borough of Steelton
Council Agenda
Monday, June 15, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings

Approval of schedules of billing, requisitions, and change order as presented for: May 2015

Approval of Department Reports:

Fire and Ambulance
Police
Code Enforcement
NEDC Committee
Public Works Report
Mayor's Report
Borough Manager's Report

Public Comment on Agenda Items Only

Presentation:

Mayor Tom Acri & Police Chief John King

Retirement Presentation to Officer Tommy Cuckovic

Maria Marcinko

Steelton Community Cats

Joseph T. Sucec, Esq.

Capital City Cab Service

Communication:

Borough Manager

Letter from Steelton Youth in Action – Community Yard Sale

Maria Marcinko

Requests from Prince of Peace Church

Unfinished Business:

None

New Business:

Borough Manager

Mohn Street Park – Potential Change Orders

Borough Manager

Approval of Rich Miller's resignation letter

Motion/Second/Vote

Audience Participation

Council Concerns

Borough of Steelton
Council Agenda
Monday, June 15, 2015

Executive Session

Other Business

Adjournment

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert
Denaë House
Maria Marcinko
Brian Proctor
Jeffery Wright

Mayor Thomas Acri
David A. Wion, Solicitor
Sara Gellatly, Borough Manager
John King, Police Chief
Ken Klinepeter

Absent:

Steve Shaver
MaryJo Szada

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED

A motion was made by Mr. Albert to approve the schedules, seconded by Ms. Marcinko and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

A motion was made by Mr. Albert to approve the department reports, seconded by Ms. Marcinko and approved unanimously by all present.

Fire and Ambulance - Ms. Gellatly has been working with the fire chief and assistant chief on finalizing a few last minute decisions for the fire house improvement project. Tomorrow a final decision will be made and will go out to bid. The work is projected to be completed by November. National Night Out will be held at Mohn Street Park due to the fire house construction.

Police – Chief King – Reported that the Police Department received 779 calls in May and has received 2156 calls for this year.

Code Enforcement – Ms. Gellatly reported that we are still without an official Codes Enforcement Office. This will be discussed in Executive Session this evening. The staff is doing a tremendous job.

NEDC Committee – Mr. Proctor

Public Works – Mr. Klinepeter reported that most of their efforts have been spent in clean up in the parks, removing weeds from tree wells and some pot-hole work. There was a significant amount of clean up from the June 8th storm.

The annual water quality control report will go out in the mail this month. The emergency power generation project at the water filtration plant is moving along without out any issues.

Mayor's Report – Nothing to report.

Borough Manager's Report – Ms. Gellatly reported that she has continued to work with Chief King and other parties involved in the UGI project, to try to improve the signage issue and make traffic control go as smoothly as possible.

Ms. Gellatly reported that the Pine Street project is scheduled to begin July 7th.

Ms. Gellatly indicated she has had a few meetings with HRG getting some grants in order and filling out paperwork for submitting the Borough's 2015 CDBG grant applications.

A motion was made by Ms. Marcinko to approve the department reports, seconded by Mr. Proctor and approved unanimously by all present.

PUBLIC COMMENT: AGENDA ITEMS ONLY

None

PRESENTATIONS:

Borough Manager, Mayor Tom Acri & Police Chief John King – Retirement Presentation to Officer Tommy Cuckovic

Mayor Tom Acri and Police Chief John King thanked Officer Tom Cuckovic for his 35 years of service to the Borough of Steelton Police Department.

Maria Marcinko – Steelton Community Cats

Ms. Marcinko presented a Micro-Chip reader to the Borough Police Department, on behalf of the Steelton Community Cats

Joseph T. Sucec, Esq. – Capital City Cab Service

Mr. Sucec discussed issues with vehicles parked in the Capital City Cab parking lot being tagged to be moved. Mr. Sucec asked how to resolve the problem. Mr. Wion asked that Mr. Sucec and

his client send him a letter outlining their request. In the interim, Mr. Sucec and his client should continue to work with the Chief of Police.

COMMUNICATION:

Letter from Steelton Youth in Action requesting to use the grass lot across the street from Borough Hall for a community yard sale that they are having on Saturday, June 27th. Mr. Wright requested that the Council approve the request. A motion was made by Mr. Proctor to approve the request, seconded by Ms. Marcinko and approved unanimously by all present.

Request from Prince of Peace Church. They are requesting to use the large tents for the community church picnic, which will be held Sunday, July 12th. The second request is that two Police Officers provide security for the event from 11:30 to 8:00 as required by the Seifert Park Contract. Ms. Gellatly and Chief King will work together to honor this request.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Ms. Gellatly – Mohn Street Park – Potential Change Orders – Ms. Gellatly explained that during the Mohn Street Park Project a few things have come to Council's attention and questions asked. One of the questions raised at a previous Council meeting was how much the additional cost would be to add the third catch basin to the project. Currently, the Borough is replacing two of the three. The additional work would not be covered in the grant. The cost to add the third catch basin would be \$6,842. At the same meeting there was a discussion about paving the rest of 3rd street, not just the portion approved through the grant. The cost to add the third catch basin and pave the 3rd street is \$56,163. A discussion was held regarding the additional work. Ms. Gellatly recommended replacing the third catch basin at a cost of \$6,842 and not the paving of 3rd Street. A motion was made by Mr. Proctor to approve the replacement of the third catch basin at a cost of \$6,842, seconded by Ms. House and approved unanimously by all present.

Ms. Gellatly – Approval of Rich Miller's Resignation Letter – Ms. Gellatly explained that she and the Public Works Director received a letter from Rich Miller resigning from his position with the Sewer Department effective June 26, 2015. A motion was made by Mr. Albert to accept the resignation of Rich Miller, second by Ms. Marcinko and approved unanimously by all present.

AUDIENCE PARTICIPATION:

Mr. Powell, 321 Lebanon Street

Mr. Powell advised that he is still unable to obtain a deed from the County for the Elks Lodge at 140 Adams Street. He is concerned about who is responsible for cutting the grass because no one knows how much land the Elks Lodge has. Ms. Marcinko said that Public Works will cut the grass on the portion owned by the Borough.

COUNCIL'S CONCERNS:

Ms. House – advised that she now has a 2015 graduate from high school. Isaiah House graduated from Dauphin County Technical School on Monday Night. She graduated with second honors and an Adult Residential License. Ms. House also attended the sixth grade graduation at Steelton Highspire Elementary School with Mr. Kenrick Dennis, who had someone that graduated.

Ms. House advised that next Saturday we are holding a community yard sale/flea market beginning at 7:00 a.m.

Chief King – thanked Ms. Marcinko and the Steelton Community Cats for the Micro-Chip Reader.

Mr. Klinepeter – thanked the Steelton Community Cats for their impact on the Steelton and surrounding communities.

Ms. Marcinko – received a call from Leann Tepsit-Cox. She is a Steelton Highspire graduate and she works for the Wheelhouse Company that is responsible for building the green house for the farm raised fish. She apologized because Council did not receive an invitation to the opening. They are going to come forth with a recommendation to be a co-applicant for a gaming grant. They are having another event in July that the Council members will be invited to.

Ms. Marcinko advised that she has received a few calls regarding the weeds around the Welcome to Steelton signs. A discussion was held regarding the weeds coming out of the canal. Ms. Marcinko asked that these issues be taken care of.

Ms. Marcinko advised that she has been receiving calls about the new employees in the Codes Enforcement office and how pleasant they are.

EXECUTIVE SESSION:

At 6:50 p.m. a motion was made by Ms. Marcinko to enter into an Executive Session for personnel matters seconded by Mr. Proctor and approved unanimously by all present.

OTHER BUSINESS:

None

ADJOURNMENT:

There being no other business before Council, on a motion made by Mr. Proctor, seconded by Mr. Albert, the meeting adjourned at 7:20 pm.

Respectively Submitted:

Sara Gellatly
Borough Secretary

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Borough of Steelton

Council Agenda
Monday, July 20, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Approval of schedules of billing, requisitions, and change order as presented for: June 2015

Approval of Department Reports:

Fire Department and Ambulance
Police Department
NEDC Committee
Public Works Report
Codes Department
Mayor's Report
Borough Manager's Report

Public Comment on Agenda Items Only

Presentation: None

Communication:

Borough Manager Letter from the Ryan Lee Mohn Memorial Foundation
Borough Manager Letter from the Steelton Fire Department requesting the Borough to sponsor their Gaming Grant
Borough Manager Letter from Jump Street requesting the Borough to sponsor their Gaming Grant

Unfinished Business: None

New Business:

Mr. Wion Code Ordinance Discussion regarding Real Estate

Borough Manager Pump Station Sewage Grinder Project – Approval of Change Orders

Motion/Second/Vote

Borough Manager

Storm Sewer and Sanitary Sewer Cleaning and
Inspection Project – Approval of HRG’s Agreement for
Professional Services

Motion/Second/Vote

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

Minutes
Steelton Borough Council Meeting
July 20, 2015

The regular monthly meeting was called to order at 6:30 pm, by President, Jeffery Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Michael Albert
Denaë House
Brian Proctor
Steve Shaver
MaryJo Szada
Jeffery Wright

Mayor Thomas Acri
David A. Wion, Solicitor
Sara Gellatly, Borough Manager
John King, Police Chief
Ken Klinepeter, Public Works Director
Mike Shrauder, Code Enforcement Office
Jim Diamond - Special Counsel, Eckert Seamans

Absent:

Maria Marcinko

APPROVAL OF SCHEDULES OF BILLINGS, REQUISITIONS AND CHANGE ORDERS AS PRESENTED

A motion was made by Mr. Shaver to approve the schedules, seconded by Mr. Albert and approved unanimously by all present.

APPROVAL OF DEPARTMENT REPORTS:

Fire and Ambulance -

Police –

Code Enforcement - Ms. Gellatly reported that during the last two weeks she has turned the two CGBG Grants into the County. She has worked with the new Codes Enforcement Officer getting him acclimated to the Borough and turning everything over to him. He is doing a great job. Next month we will have a Codes Department report.

Steelton Borough
Council Meeting
July 20, 20151

NEDC Committee - Mr. Proctor - in July we honored Brad Dixon, a local little league baseball player from Steelton.

**Public Works -
Mayor's Report -**

Borough Manager's Report -

A motion was made by Mr. Albert to approve the department reports, seconded by Mr. Proctor and approved unanimously by all present.

PUBLIC COMMENT: AGENDA ITEMS ONLY

Troy Coleman, 512 N. Front Street - he has been trying to get a codes inspection for a building. Ms. Gellatly advised that she would have the Codes Enforcement Officer contact him.

PRESENTATIONS:

None

COMMUNICATION:

The Borough received a letter from the Ryan Lee Mohn Memorial Foundation in regards to their annual walk. This year will be their twelfth annual walk. They are asking for assistance from the fire police and the police department. Chief King indicated this is nothing out of the ordinary. The Police Committee will talk about the specifics and on August 3rd make a motion to approve the road blockings that they need. The Borough will have the specific outline for approval at the next Borough Council meeting.

The Borough received a letter from the Steelton Fire Department requesting the Borough to sponsor their Gaming Grant. Each year the Borough worked with the Fire Department. This year they are putting in for a Gaming Grant and they need a sponsor because they are not a municipality. This year they are requesting three sets of gear at a cost of \$2,700 each, six air packs at a cost of \$4,500 each. A motion was made by Mr. Shaver to approve the sponsorship, seconded by Mr. Albert and approved unanimously by all present.

The Borough received a letter from Jump Street requesting the Borough to co- sponsor their Gaming Grant. Organizations who are not like a fire department have to find a municipality to co- sponsor their request for a Gaming Grant. They are asking the Borough to co-sponsor their grant. They do conduct some youth programs in the Borough. They will be requesting \$125,000 through the grant. Ms. Gellatly explained that the Borough should be careful when sponsoring or co-sponsoring more than one organization. A brief discussion was held. Ms. Gellatly recommended that the Borough deny this request so that the Borough and Fire Department benefit most from our presentation. A motion was made by Mr. Proctor to deny the request, seconded by Mr. Shaver and approved unanimously by all present.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Mr. Albert - Back to School Night - Potential Change Orders - Mr. Albert explained that as they do every year, the Free Church Fellowship of Steelton is having a Back-to-School giveaway on August 15th from 2 to 6 p.m. A motion was made by Mr. Albert to approve the Back-to-School Giveaway on August 15, 2015, seconded by Mr. Proctor and approved unanimously by all present.

Mr. Wion - Code Ordinance Discussion Regarding Real Estate - Mr. Wion explained that a matter was brought to his attention that a potential settlement of an acquisition of a house in Steelton was in some difficulty because the bank that was going to provide financing, reviewed the zoning ordinance and found a problem with the section that involves non-conforming uses. Mr. Wion reviewed the provision that applies. Mr. Wion suggested that the Council revisit that provision. As a result Mr. Wion recommended that the Council allow him to construct the appropriate ordinance and begin the process of taking that ordinance through the Steelton and County Planning Commissions, advertising the ordinance and then having this body have a public hearing and consider the ordinance. A motion was made by Mr. Proctor to approve Mr. Wion's recommendation to revise Section 120-26, second by Mr. Shaver and approved unanimously by all present.

Ms. Gellatly - Pump Station Sewage Grinder Project - Approval of Change Orders - Ms. Gellatly explained that there are two Change Orders associated with this project. This project is 100% funded by the CDBG-DR money. The project came in under budget and the County has approved to include, under the existing grant application, additional work to take place. The Change Orders need to be approved tonight. All funding of the Change Orders falls under the grant.

Change Order No. 1 includes ventilation modifications to the Trewick Pump Station and an increase of \$19,485.79. This equipment has failed since the start of construction and Dauphin County approved the work to be eligible under the existing CDBG-DR Grant. As a result there will be no additional expense for the Borough to replace the failed equipment. A motion was made by Mr. Proctor to approve Change Order No. 1, seconded by Mr. Albert and approved unanimously by all present.

Change Order No. 2 includes additional exterior access to the Trewick Pump Station to improve the safety at the facility and to keep the wet well entrance separate from the employee access entrance. The work will be an increase of \$44,087.41 to the contract cost. Again, Dauphin County approved the work to be eligible under the existing CDBG-DR Grant and therefore there will be no additional expense to the Borough. A motion was made by Mr. Albert to approve Change Order No. 2, seconded by Mr. Proctor and approved unanimously by all present.

Ms. Gellatly - Storm Sewer and Sanitary Sewer Cleaning and Inspection Project - Approval of HRG's Agreement for Professional Services - Ms. Gellatly reviewed a proposal from HRG for Storm Sewer and Sanitary Sewer Systems Inspection and Cleaning Contract. This is an agreement for professional services requested by the County to be covered under the CDBG-DR

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grant money. The County is approving this project with money they have remaining under the CDBG-DR Grant. Ms. Gellatly reviewed the General Project Description. The proposal for the Storm Sewer Inspection and Cleaning Project is \$745,000. And the proposal for the Sanitary Sewer Inspection and Cleaning Project is \$658,400.07. There will be no cost to the Borough. A motion was made by Mr. Arnold to approve the Agreement for Professional Services with HRG, seconded by Mr. Shaver and approved unanimously by all present.

AUDIENCE PARTICIPATION:

Mary Carricato, 2655 S. 4th Street, also President of the Steelton Highspire School Board

Ms. Carricato is coming to Borough Council on behalf of their Business Manager, who has tried to contact Ms. Gellatly to request her attendance at a meeting to help the tax payers save money. The meeting is tomorrow at 8:00 a.m. She is requesting that Ms. Gellatly attend the meeting.

Ms. Carricato **stated that Jump Street is for our kids. Ms. Gellatly should have requested** more information. Ms. Gellatly explained that she was given one page of information from Jump Street.

Joyce Culpepper, 237 N. Harrisburg Street

Ms. Culpepper expressed her concerns with the Borough not approving the grant for Jump Street. Ms. Culpepper expressed concerns about the ordinance Mr. Wion spoke about.

Ms. Culpepper thanked Council for supporting the Free Church Fellowship.

Ms. Culpepper asked that something be done about the weeds at the store at Lincoln Street.

Lester Wigginton, 155 Lincoln Street

Mr. Wigginton spoke about his concerns about money not being spent on the senior citizens and children. He is concerned that money is not being spent properly.

Mr. Wigginton spoke about a water bill issue.

Mr. Powell, 321 Lebanon Street

Mr. Powell asked what the start date is for the Pine Street.

Markis Millberry, 349 Spruce Street

Mr. Millberry asked when the minutes will be done.

Mr. Millberry requested an update for the Swatara Street Wall. Mr. Millberry requested an update on the sewer rates. Mr. Millberry asked about the poles on Locust Street.

Mr. Millberry stated that the Elks sold the parking lot on Adams Street and grant money was used. He asked what was going on with that.

Candice Kinter, 380 S. 7th Street

Ms. Kinter asked the name of the new Code Officer.

COUNCIL'S CONCERNS:

Ms. House - apologized for anyone who did not get any answers to their questions.

Ms. Szada - concerned about the curfew.

EXECUTIVE SESSION:

At 7:25 p.m. a motion was made by Mr. Albert to enter into an Executive Session for personal matters, acquisition of real estate, and legal advice, seconded by Mr. Proctor and approved unanimously by all present.

OTHER BUSINESS: On a motion by Mr. Shaver, seconded by Mr. Proctor, Council voted unanimously to sponsor the application of the Jump Street Program for Dauphin County Municipal Share Grant Funding in the amount of \$138,293 for the school-to-table greenhouse program improvements.

ADJOURNMENT:

There being no other business before Council, on a motion made by Mr. Proctor, seconded by Mr. Albert, the meeting adjourned at 7:43 pm.

Respectively Submitted:

Sara Gellatly
Borough Secretary

14008-001/FL45107

Borough of Steelton

Council Agenda

Monday, August 3, 2015

Call Meeting to Order: Vice President Maria Marcinko

Pledge of Allegiance: Vice President Maria Marcinko

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Approval of minutes of previous meetings as presented:

December 16, 2013

June 16, 2014

August 18, 2014

Public Comment on Agenda Items Only

Presentation:

Josh Fox, HRG

Engineer's Report

Kara Allison, Hull & Associates, Inc

Brownfield Project Update

Communication:

None

Unfinished Business:

None

New Business:

Borough Manager

Approval of Brownfield Grant Agreement in the amount of \$180,500

Motion/Second/Vote

Mr. Wion

Approval of Grant of Temporary Construction Easement Agreement with Herman Perdes needed for the Firehouse Improvement Project.

Motion/Second/Vote

Mr. Wion

Approval of Grant of Temporary Construction Easement Agreement with Donald Deitz needed for the Firehouse Improvement Project.

Motion/Second/Vote

Mr. Wion

Resolution eliminating the special purpose parking at 31 Chestnut Street.

Motion/Second/Vote

Borough Manager

Resolution establishing special purpose parking for Tera & Osinin Akpan on N. 2nd Street.

Motion/Second/Vote

Mr. Wion

Resolution to appoint Commonwealth Code Inspection Services as the Borough's third party agency.

Motion/Second/Vote

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

Present:

Vice President Maria Romano Marcinko, Presiding
Michael Albert, Pro Tem
Brian Proctor, Councilman
Steve Shaver, Councilman
Denaë House, Councilwoman

Mayor Tom Acri

Absent:

Jeffrey Wright, Council President
MaryJo Szada, Councilwoman

Staff Present:

Sara Gellatly, Borough Manager
David Wion, Esq., Solicitor
Ken Klinepeter, Public Works Director
Mick Shrauder, Codes Enforcement Officer
John King, Police Chief

Call to Order

The August 3, 2015, meeting was called to order by Vice President Maria Romano Marcinko at 6:30 p.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Thomas Acri followed by a moment of silence.

Executive Sessions between Meetings

There were no Executive Sessions between meetings.

Approval of the Minutes of Previous Meetings

Vice President Marcinko asked for a motion to approve the minutes of the following meetings: December 16, 2013; June 16, 2014; and August 18, 2014.

Councilwoman House asked why did we only have these three particular meetings. Borough Manager Gellatly stated that she gave the transcriptionist three of the shortest meetings so that she could get used to the voices and the flow of the meeting.

Councilman Shaver stated he had some corrections to the minutes. There were three corrections in the attendance portion of the minutes:

- 1) June 16, 2014 – Under “Absent” the name MaryJo Szada should be stricken since she was in attendance.
- 2) August 18, 2014 – Under “Absent” the name Michael Albert should be stricken since he was in attendance.
- 3) Staff names should be listed under “Staff Present”.

Councilman Proctor made a motion, seconded by Councilman Michael Albert to approve the minutes as presented, pending a total of 3 changes. Council Members Marcinko, Albert, Proctor, and Shaver voted yes to accept the minutes. Councilwoman House voted no. Motion carried.

Public Comment on Agenda Items Only

Emmuel Powell
321 Lebanon Street
Steelton, PA 17113

Mr. Powell questioned how he could comment on items on the agenda such as the Engineers Report another presentations when he did not have a copy of the report before the meeting. Council Vice President Marcinko stated to him that he could comment during public comment at the end of the meeting regarding anything he heard in the Engineer’s Report or during any other presentation.

Presentations:

Josh Fox, HRG

1) Blueberry Alley & Washington Street Storm Sewer Replacement: Mr. Fox reported that the Borough submitted its 2016 DCBG Grant Application on July 10 requesting funds for this project. Additionally HRG assisted the Borough Manager in preparing the Borough’s 2015 Local Share Municipal Grant Application. The total amount for this project is \$457,800. On July 27, The Borough Manager and HRG attended the Borough’s pre-application conference at the County.

2) Harrisburg & Pine Streets Utility Improvements Projects: Mr. Fox announced that a reconstruction conference was held on July 2, 2015 to review the anticipated construction schedule. The preliminary construction schedule is as follows: Detour will be set on August 28, 2015; Water line work will begin on August 31 and be completed by November 3; Sewer work will begin November 4 and completed by November 13; Drainage work will begin November 16 and be completed by November 19; and Detour will be removed on November 20 and the road will remain open again until March 14, 2016. Mr. Fox will coordinate with Penn Dot and will make sure that the schedule is out as soon as possible. After the winter months the detour will be set again on March 14, 2016. and then they will be working on the paving. After that they switch to Harrisburg Street. It will take some time to go through it and it will not be an ideal situation. The condition of the road now will be very similar throughout the winter but in the spring the Borough can anticipate a nice new road all the way down Pine Street.

3) Firehouse Improvement: Mr. Fox reported that pending the Council's approval for the easement for construction purposes the final item we have is the coordination with UGI for the generator. The generator is going to be a natural gas generator. The service from the mainline to the firehouse had to be upgraded. HRG is working on the coordination with UGI. UGI takes care of the actual construction of the service, the Borough is part of the contract and the contractor will be responsible for restoration. It is in UGI's hands right now and they are supposed to be submitting to the Borough Manager an agreement to do that work within the next week or so. As long as we get agreement within the next week, HRG will be ready to bid the project on August 27, 2015 and construction will be able to start before the winter. If for some reason the project is delayed and the bidding is delayed into September or early October it is very likely that HRG will make a recommendation to wait for spring so the Borough is not fighting freezing conditions to try to deal with the water issue.

Vice President Marcinko asked Mr. Fox if the trees planted during Streetscape 2 that the Borough is having the issue with are under warranty. Mr. Fox reported they are. HRG reached out to Reogle and they talked to the landscaper and agreed that it is better to wait at least through August into September so the trees can be replanted. They will have a better chance for survival and won't have to go through the process several times.

Councilman Shaver made a motion to authorize HRG to go ahead and contact Keystone Retaining walls with the information that they developed so far on the condition of the retaining wall on Swatara Street. Seconded by Councilman Proctor. Motion carried unanimously.

Borough Manager Gellatly asked a Question on the pump station sewer grinder project. She asked Mr. Fox if DEP does not issue the permit by the end of the week would HRG be asking the County for an extension. Mr. Fox indicated that he understood the extension was needed to begin the grant. Borough Manager Gellatly stated at the last Council meeting when Council approved the change orders and the additional project it was very important that it happened that night so the Borough would not lose any money. She asked if DEP does not issue the permit is the Borough going to be in jeopardy of losing any of that money because it is not in our control? The Borough approved everything and got done everything the County wanted in that time frame and the permit is not under the Borough's or HRG's control. Mr. Fox reported that it is one of those permits that is very minor so it is not getting a lot of attention. HRG is contacting them on a weekly basis to try to promote because of the importance of the grant. The County is aware of the situation so he could not say without a doubt that the Borough wouldn't be able to do that work but all indications are that they will allow the Borough an extension to get that completed. Mr. Fox reported that this very minor compared to the rest of the project so it is not going to hold anything up. Borough Manager Gellatly stated that since the County is being kept updated it will not be a last minute deal. She also asked about Pine and Harrisburg St. and Council's authorization to have an HRG inspector along with staff during the project when the lines are being laid. Mr. Fox reported that there will be a RPR from HRG once the actual water line/water main work is in place. When PennDot is doing their work that is not associated with the Borough, HRG will not have a representative but once any of the water work, sewer or storm work that is the ultimate responsibility of the Borough Authority, HRG will have a representative there to make sure everything is installed properly and according with Borough specifications. This agreement is already in place.

Vice President Marcinko stated that we have been working right along on the Front Street project and Ms. Allison was here to share some exciting news.

Ms. Allison stated she has been working on this project since 2006 and the Brownfield's study was completed in 2011. Initially the Borough applied for a USEPA grant to clean up the 3 properties across the street from Borough Hall, the vacant lot across the street, Bik's garage and Mark's garage. The USEPA grant application went in in 2011 and the Borough found out in July 2012 that the Borough was not awarded that grant and through conversation with the PADEP the Borough was informed that there may be money available through a Growing Greener program. The Borough applied and found out in the spring of 2014 that the Borough was successful and was awarded \$180,500. The Borough has spent the better part of the last year doing the contract work with the DEP. All the signatures are in place and the project ready to move forward. The Borough is ready to put together the bid specs, do demolition of the physical structures that are across the street and that grant will also cover soil removal and clean up. It has been a long time coming but the Borough finally gets to move forward on this project. Ms. Allison introduced Dominic Enslemo, who will be the project manager. He works out of the Pittsburgh Office.

Ms. Allison reported that there is plenty of grant money out there for Brownfield clean up and since the Borough has a master plan from the Brownfield study, the Borough could apply for money to clean up those. Vice President Marcinko reported for the edification of the public present that when you do a project of this nature you cannot do anything to the property until it was brownfield studied because many of these properties were garages that had oil and gas tanks in the ground. The Borough could not even develop it until it is shovel ready meaning that all that soil has to be cleaned and replaced. The Borough did not have the money for demolition or clean up. The Borough didn't get the money from the EPA but now the Borough has it from the state and the Borough is ready to move forward and see something happen with this project.

Mr. Wion reported on the form of the contract- DEP Form Contract 7CF8.0 was a contract revised July 31, 2013. That was the DEP grant agreement for the Brownfield Grant program. At that time, the agreement was signed by Mayor Acri and then sent to the State and has gone through their whole process and finally signed off of by the state on June 22, 2015. So it would be appropriate for the Council to ratify the July 31, 2013 agreement as signed by the Mayor and subsequently by the Commonwealth. That would be the motion for this Council.

Vice President Marcinko called for a Motion to ratify the July 31, 2013 agreement as signed by the Mayor and subsequently by the Commonwealth. Councilman Albert made the motion and it was seconded by Councilman Proctor. The motion was approved unanimously.

Ms. Allison reported that she believed the demolition could be started as early as this fall.

Vice President Marcinko discussed the lease agreements currently out there on the properties that will be demolished. She believed that Council needed to give Ms. Gellatly direction to notify the lessees that we will be terminating their leases within the required period of time.

The three properties involved are 120, 140, and 154 North Front only. A motion was made allowing the Borough Manager to work with the solicitor to send out letters to the lessees terminating their lease agreements. The letters will be in accordance with the lease agreements. The Borough Manager reported that she was not sure what was in the agreement with Mark's garage but the Beaden's lease is a 30 day

notice. The motion was made by Councilman Albert and seconded by Councilman Proctor. Motion carried unanimously.

Communications

Vice President Marcinko announced that there were no communications for review.

Unfinished Business

Vice President Marcinko announced that there was no unfinished business.

New Business

Mr. Wion discussed the approval of the grant of a temporary construction easement relating to the Firehouse project, which follows the presentation made by Mr. Fox in his engineering report. The Firehouse improvement project is ready to move forward. However, because of the work that has to be done at the rear and side of the firehouse it was necessary for the Borough to secure grants of temporary reconstruction easements so that the contractor would be able to go on the property of both Mr. Hernan Paredes and Mr. Donald F. Dietz, in order to do certain things involving construction, particularly the placing of a membrane along the wall to prevent water from coming in. Through negotiations we have received a signed grant of temporary construction easement from both Mr. Hernan Paredes and Mr. Donald F. Dietz granting permission for that temporary construction to occur. The Council should consider a motion to grant temporary construction easement with Mr. Hernan Paredes. A motion was made by Councilwoman House seconded by Councilman Albert. Motion carried unanimously.

The next temporary construction easement was with Mr. Donald F. Dietz and it is the same basic agreement although the amount paid for this easement is to be \$500. A motion was made by Councilwoman House and seconded by Councilman Shaver. Motion carried unanimously.

Mr. Wion reported that we have a resolution eliminating special purpose parking for Minnie R. Pugliese for a portion of 27 and all of 31 Chestnut Street. In this situation, we originally had given a special purpose parking to Ms. Pugliese who was living at that address with her brother Raymond. That request was the only one that was put in ordinance form. In fact, in 2005 or even before that Ms. Pugliese had passed away and there was a resolution authorizing this special purpose parking for Mr. Raymond Pugliese, however, this resolution was never, after 6 months put in an ordinance. Mr. Raymond Pugliese just passed away and this matter came to the Borough's attention and the approved special purpose parking was still the one in the name of Minnie R. Pugliese. Resolution 2015-R-16 is to eliminate that special purpose parking for your consideration.

A motion was made by Councilman Shaver and seconded by Councilman Proctor. Motion carried unanimously.

Mr. Wion presented Resolution 2015-R-17 which is required to effectuate the traffic study done by our Police Department for a special purpose parking area for Tera & Nsini Akpan, 742 North Second St. for Council consideration. A motion was made by Councilman Albert, seconded by Councilman Shaver. Motion carried unanimously.

Mr. Wion stated that the next matter is not a resolution. In discussion with our Code Enforcement Officer it was determined that in many instances, particularly commercial and industrial ones, it is necessary for the Borough to appoint a third party agency, which municipalities do in order to have code inspection services (particularly of UCC matters) which are complicated and other difficult matters that are necessary for certain expertise to occur, the Borough staff has secured a general contract with Commonwealth Code Inspection Services, Inc., which Mr. Wion has reviewed with Mr. Shrauder and both are recommending that they be permitted to strike the contract with Commonwealth Code but there are some changes that should be made. The reason this contract is before Council is that they want your authorization and approval to enter into that contract when the language is appropriate and acceptable to the Borough so that we don't have to wait until the next Council meeting.

Councilman Proctor stated he was confused as to why we were going to enter into this contract with a third party when we have a new Codes Enforcement Officer. Mr. Wion stated that there are certain inspections our Codes Enforcement Office simply cannot do because they do not have the certifications or expertise to perform the work. Mr. Wion reported that most municipalities in the area have entered into these types of agreement some time ago when the UCC was adopted, which was approved by us in 2009. This allows the Borough to use them in those situations where it is necessary.

Councilman Albert asked what the cost would be to the Borough. Mr. Shrauder reported that the cost would be on the applicant not the Borough. Vice President Marcinko asked how often the Borough will need these services. Mr. Shrauder reported that it only happens in those cases such as commercial and industrial areas. Councilman Shaver stated that basically the property owner would be responsible for the costs. He also stated that he remembers at a previous meeting where a member of the public talked about a particular commercial property and was upset with us because we didn't enforce certain things but it is clear now why we didn't because our former Codes Enforcement Officer was not certified to do it.

Mr. Wion did mention that if Commonwealth Codes had to appear at any legal proceedings relevant to this agreement they charge \$75.00 an hour with a three hour minimum for that service to support the agreement in relationship to what they are doing. Those charges would be the responsibility of the Borough.

Councilman Albert made a motion to authorize the Borough to enter into a contract with Commonwealth Code Inspection Services, Inc. with the provision that Mr. Wion and Mr. Shrauder were going to go over the contract to make it feasible to the Borough and the Code Enforcement Officer. Seconded by the Councilman Proctor. Motion carried unanimously.

Councilman Proctor left the meeting at this point.

Audience Participation

Vice President Marcinko ask any participant to step up to the microphone and state their name, address and that they would have 3 minutes to discuss their issue.

1) Markis Millbery, who stays at 349 Spruce Street, Steelton, PA 17113

Mr. Millberry stated that he got a little confused when we discussed the third party inspections. Is Mick (Shrauder) certified to do commercial inspections right now? Mr. Shrauder responded that he can do

some inspections but not all. Mr. Millberry asked, as far as the new business that opened up on Front Street, the new soul food place, did Mr. Shrauder sign off on that?

Mr. Shrauder said that there was nothing to sign off on in regard to that property. The kitchen operation equipment was already there.

Vice President Marcinko asked about Commonwealth Code Inspections primarily being contracted to do commercial construction inspections. Mr. Wion said our focus was primarily to have them do construction and industrial inspections but that they could do other things if necessary or needed.

Councilman Shaver commented that when we lost our last Codes Enforcement Officer he believes we authorized staff to bring in a third party contractor to do this type of work, if necessary.

2) Emmual Powell, 321 Lebanon Street, Steelton PA, 17113

Mr. Powell asked that when the sweeper is out of commission is there any way that residents can be notified that there will be no sweeper during that week. Vice President Marcinko responded that at previous Council meeting it was determined by the Council that the no parking signs will be enforced regardless of the status of the sweeper.

Council Concerns

Councilwoman House - had nothing

Councilman Shaver - Thanked everyone for coming out and thanked Kara Allison for her efforts in spearheading something that has taken too long but at the end of the day will be a project that will be worthwhile.

Councilman Albert - Questioned when the dip in the road on Front Street in front of Family Dollar will be repaired. Vice President Marcinko reported that she observed three PennDot officials there today. Borough Manager Gellatly reported that it is PennDot's responsibility to ensure that the road is restored to the proper condition.

Mayor Acri

The Mayor received a call today from a Beau Brown, with Bennett Williams Realty, Inc. regarding the property at 120 Lincoln Street. They asked Mayor Acri if the Borough would be interested in taking that building for \$1.00. Mayor Acri stated could not answer that on behalf of the Borough and it would be Council who would have to make that decision. His opinion was that he would never be in favor of that because he knows that there are many, many, dollars of back taxes, delinquent water/sewer bills and other things.

Vice President Marcinko asked the Borough Manager to have this put on the agenda for the next Neighborhood Economic Development Committee meeting.

Mr. Klinepeter had nothing to report at this time.

Vice President Marcinko- hoped everyone got to attend National Night Out

Vice President Marcinko reported that she received a notice from PPL that they will be in the neighborhood cutting trees for safety reasons. She encouraged anyone that got the notices to contact PPL if they did not want them to cut their trees.

Councilman Shaver made a motion to go into Executive Session to discuss personnel and legal issues, seconded by Councilman Albert at 7:28 p.m. Motion was approved unanimously.

A motion was made at 8:14 p.m. by Councilman Albert, seconded by Councilman Shaver, to go back into regular session. Motion carried unanimously.

It was reported that Mr. Klinepeter will be resigning his position in the middle of September to take a position with United Water.

A motion was made by Councilman Albert, seconded by Councilwoman House to immediately advertise for the position Public Works Director. Motion carried unanimously.

A motion was made by Councilman Albert, seconded by Councilman Shaver to adjourn the meeting at 8:16 p.m. Motion carried unanimously.

Respectfully submitted:

Sara Gellatly
Borough Secretary

Borough of Steelton

Council Agenda

Monday, August 17, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings.

Approval of schedules of billing, requisitions, and change order as presented for: July 2015

Approval of minutes of previous meetings as presented: August 3, 2015

Approval of Department Reports:

Fire Department and Ambulance

Police Department

NEDC Committee

Public Works Report

Codes Department

Mayor's Report

Borough Manager's Report

Public Comment on Agenda Items Only

Presentation:

George Connor Adams Street

Communication: None

Unfinished Business: None

New Business:

Mr. Wion Resolutions eliminating special purpose parking spaces

Motion/Second/Vote

Mr. Wion Resolution approving special purpose parking for Irene Gillis at 142 Lincoln Street.

Motion/Second/Vote

Mr. Wion Approval of the 5 year Winter Highway Maintenance Agreement with PennDOT.

Motion/Second/Vote

Mr. Wion

Resolution authorizing Jeffery Wright to signed the 5 year
Winter Highway Maintenance Agreement with
PennDOT.

Motion/Second/Vote

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

Borough of Steelton
Minutes of Council Meeting
Monday, August 17, 2015

Present:

Jeffery L. Wright, President
Maria Romano Marcinko, Vice President
Michael Albert, Pro Tem
Steven J. Shaver, Councilman
Brian Proctor, Councilman
MaryJo Szada, Councilwoman

Absent:

Denae House, Councilwoman
Thomas Acri, Mayor

Administrative Staff:

Sara Gellatly, Borough Manager
David Wion, Esq., Solicitor
Ken Klinepeter, Public Works Director
John King, Chief of Police
Willis Shrauder, Code Enforcement Officer

Call to Order:

The August 17, 2015 meeting of the Steelton Borough Council was called to order by Council President Jeffery Wright at 6:31 p.m.

Pledge of Allegiance and Moment of Silence:

Council President Wright led the audience in the Pledge of Allegiance followed by a moment of silence led by Mayor Thomas Acri.

There were no Executive Sessions held between meetings.

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

A motion was made by Councilman Proctor, seconded by Councilwoman Marcinko to approve the schedules of billing, requisitions and change orders as presented for July 2015. Motion carried unanimously.

Approval of minutes of previous meetings as presented:

A motion was made by Councilman Proctor and seconded by Councilwoman Marcinko to approve the minutes of the August 3, 2015, Council Meeting. The motion carried unanimously.

Approval of Department Reports:

President Wright announced that he was going to read all department reports but before any Chair speaks he would want to hear from any Department Head who is present first. Borough Manager Gellatly asked to speak about the Firehouse. Ms. Gellatly stated Assistant Fire Chief Vance brought to her attention this morning that there is a sink hole forming in the

parking lot of the Firehouse. HRG went to the Firehouse and reported that it is about 2 feet in diameter and 2 feet down and HRG will have a recommendation to the Borough by August 8, 2015. Ms. Gellatly stated that she will be in contact with Chief Vance with the recommendation. Ms. Gellatly will be in charge of this project due to the resignation of Mr. Klinepeter, in the event that it changes the scope of the Firehouse project. HRG reported that there nothing that the Borough needs to do at this time but HRG will be coming back with a recommendation.

Ms. Gellatly stated she did have a comment about the Police Report. President Wright asked that the Police Chief would be allowed to speak first. Chief King stated that he had no comment on the report. Ms. Gellatly asked about certification to be put in the report. Chief King responded that they will come at a later meeting.

NEDC: NEDC Chair, Councilman Brian Proctor, reported that he wanted to discuss with Chief Vance the possibility of a cookout for the first responders to show our appreciation for all those that helped during the recent fires that occurred in Steelton.

Public Works Report: Ken Klinepeter, Public Works Director reported that the emergency power generator was placed so that project is about 70% complete with no problems. PSI has installed two of the pump grinders at two of the stations and the Felton Street well and the project is moving along quickly without any interruption to our staff and their operation.

Public Works Chair Councilwoman Marcinko reported that in the East End where the sewer separation project was completed she noticed a sink hole near a catch basin in the 2700 Block of South Second Street. She reported it to the Borough's Engineer Joshua Fox, HRG, and to Ken Klinepeter, and Mr. Fox did come and look at it and determined what needed to be done and it was filled. HRG will continue to monitor the area to determine if it is a larger problem than observed. Councilwoman Marcinko also reported that many of the yards on west side of Second Street, since the project, are experiencing sunken areas.

Councilman Proctor inquired about the dip in the road in front of Family Dollar. Ms. Gellatly reported that the project is still ongoing and PennDot is monitoring the road. Once UGI is completely finished the road will be fixed.

Councilman Proctor also brought up the spring issue on Harrisburg Street near Stone Funeral Home. He asked that issue could be resolved before PennDot repaves the road next year. Ms. Gellatly will discuss this matter with Joshua Fox, HRG. It is not in the scope of work right now, she stated. The spring at Bailey and Bessemer street will be addressed during budget discussions.

Councilman Proctor also brought up the brush and weeds on Swatara Street and along the canal on Front Street. Councilman Proctor said he knew that Mr. Klinepeter contacted Swatara Township about borrowing a piece of equipment that we don't have to do this. Ms. Gellatly addressed the issue that some of the plants along the canal were done with grant money and they are there to keep the canal intact. Councilman Proctor said he believed that there was some trimming that could be done. Councilman Marcinko stated that she thought Arcelor Mittal was responsible for the area around the canal. President Wright tasked this to the NEDC/Public Works Committees.

Mayor's Report:

Since the Mayor was not present, Ms. Gellatly gave this report. The Mayor was very pleased with National Night out this year. There were many changes including the location. The Borough was prepared for 150 kids and 300 kids attended. She reported that it was nice to do it at the Multigenerational Park this year and once DCNR acknowledges the park is complete, we are going to do a grand opening.

Councilman Proctor asked Ms. Gellatly to bring up that there were several things that came up on the punch list in the walk through with HRG regarding the park and they are being taken care of. The Borough did receive the Trailways Grant so the grassy area will have playground equipment installed. TR Stoner who was the contractor on the site recommended some equipment. HRG will review and we will try to get completed by the end of the year. The portable potty is not in the location where it should be but it may remain in that location for this year and place it properly next year.

Councilwoman Marcinko asked the Police Chief to report on the earlier issues of the use of the tennis courts for other than the playing of tennis. The Chief reported that he believed that the misuse has subsided and the Borough will be discussing different possibilities of securing the courts from dusk to dawn. Councilwoman Marcinko stated that in the next water bill we should make residents aware that if they want to rollerblade they should go to Municipal Park and use the roller hockey court.

Borough Managers Report:

Ms. Gellatly reported that she met with County Economic Development Officials in regard to CDBG money. The 2012 CDBG money in the amount \$57,942 that was previously allocated for a wood chipper, beautification, and the midget baseball field needed to be reallocated due to the fact that the purchase of a wood chipper is not allowable under CDBG. The amount of money allocated for the wood chipper will go towards beautification. Ms. Gellatly stated that the reallocation requests will go to the County so that the agreements could be drawn up.

Ms. Gellatly stated she is working on the job postings for advertisement in the newspaper. Mr. Michael Miller, our labor attorney, made his revisions. The ad will be in the Patriot News on Thursday and Sunday and also on the Borough's website. The Personnel Committee will be interviewing the applicants who applied for the highway labor position Wednesday of this week.

Councilwoman Marcinko asked Ms. Gellatly if the bollards will be replaced with the 2012 CDBG money. Ms. Gellatly said that was correct.

Councilwoman Marcinko made a motion, seconded by Councilman Proctor to accept the Committee reports. Motion carried unanimously.

Public Comment on Agenda Items Only: None

Presentation:

A presentation was given by George Connor, Deputy Director, Dauphin County Economic Development and Michael Musser, Community Networking Resources regarding the Adams Street Project. Mr. Musser discussed the Memorandum of Understanding the Borough previously entered into with the Redevelopment Authority regarding the Adams Street project.

He further reported that the project was bid out numerous times and he believed at one point there was a bid but it was unacceptable at the time. The issues the Borough had when they bid the project out are related to the Borough Code and the lowest responsible bidder and the Borough could not define exactly how the project would be done. Under the Borough Code, a redevelopment authority or an economic development corporation or organizations of that nature if they own the land they would run the project and would fall under different parameters than the Borough. That allows for more flexible negotiations with developers and contractors. Recently two developers have shown interest in the property. Mr. Musser further reported that since all of those properties were purchased with CDBG funds the County will need to recapture those funds because it is looked at as program income. There would be no income benefit from the sale of the properties. The benefit is the development of the properties, the returning tax base, personal income taxes and things of that nature that will be generated from the development of the property. The recommendation is to turn the land over to the Redevelopment Authority, which is an arm of Dauphin County, who will run the project and will work with the Borough. In order to do this, the property must be deeded to the Redevelopment Authority. Mr. Musser stated he believed that there could be deed restrictions placed on the property or a reverter provision. Mr. Musser believes with proper guidelines we would have a good project that could bring the tax base back into that area. Mr. Musser also stated, and it is only preliminary, that he met with another developer who may be interested in the 8 acres on Front Street. He stated that is a long way off but he is starting to see interest.

President Wright asked Solicitor Wion what needed to be done in order to get this property deeded to Dauphin County. Mr. Wion reported that he did not recall exactly where the project is at the moment. The Borough started out with exactly what Mr. Musser described. We entered into a MOU with the Housing Authority which was executed and the Housing was going to get from the Borough a deed for this entire tract of land and there was some indications that it was going to be used for a certain purpose and as he recalled the Borough went through and adopted and filed a subdivision and land development plan for the 10 townhouse units, which was on the record. Mr. Wion does not know if the deed was ever transferred because the developer backed out and the project fell apart so what Mr. Musser discussed was going to happen. The money for the sale of the property was structured to be \$8000 per property that had to go back to the Redevelopment Authority, the Housing Authority as reimbursement for the CDBG monies. Mr. Wion stated that he was not hearing anything different than what the Borough has done before with the potential exception of having to relook at the subdivision and land development plan and perhaps terminate that plan and put another subdivision and land development plan on that would accommodate whatever the present indication of how that land was going to be developed is and he didn't know whether it was going to be different than 10 townhouses. Since the Borough didn't know what the developers would be looking at to do, that would be the procedure. Mr. Wion stated he didn't know if we have to change the MOU and he would have to go back and look at that but it is basically the same concept. Mr. Wion did not believe the deed was actually transferred the Authority. He stated that the subdivision and land development plan was adopted and put on record. That will need to be corrected or the Borough will have to look at what the use of that tract will be. If the Borough Council is interested in moving forward along the lines of Mr. Musser's recommendation, Mr. Wion will have to go back and look at the documentation that already exists and see what has to be done for its modification. Councilman Shaver stated he wanted to make a motion that the NEDC Committee and staff to look at what we prepared previously to insure that documentation meets what was discussed tonight and Borough move forward with that concept. Councilman Shaver made that motion, seconded by Councilman Albert. Councilman Shaver amended his motion to include to move forward with whatever is necessary to get this accomplished, seconded by Michael Albert. Motion carried unanimously.

Councilman Proctor said he would have an update on this by next meeting.

Mr. Conner wanted to discuss the 2012 CDBG funds as previously discussed by Ms. Gellatly. Mr. Conner stated that those funds must be spent before September 30, 2015 or it would be recaptured by the County. Ms. Gellatly asked if it was appropriate to start spending those funds before the new agreements were written. Mr. Connor reported that once we receive the applications, we have to get an environmental review exemption for the projects and then the agreement will be issued and once the Borough Council signs off on the Agreements and the County Commissioners sign off on the Agreements then we can draw down the funding. Mr. Connor believed the entire process should take about two or three weeks before spending can begin. Mr. Connor asked Ms. Gellatly if all of the invoices were in place. Ms. Gellatly stated that she did not sign off on any project because if CDBG funds would not be authorized general funds could not support those projects.

Mr. Connor and Mr. Musser had one more issue to discuss regarding the 2012 Gaming Grant extension. Ms. Gellatly stated that there was an issue brought up at a recent meeting that the County granted the Borough an extension to spend it by November 2015, however, the usage was still in question. Ms. Gellatly stated that she has found it difficult to get the project going when the usage has not been approved. President Wright reiterated that he did not want to see any CDBG funds lost for any reason. Ms. Gellatly said the reallocation for the 2012 CDBG money would be hand carried to Mr. Connor on Wednesday. President Wright stated he wanted himself and Vice President Marcinko to be copied on all of the correspondence on this. Councilman Proctor, as Chair of the NEDC committed asked that he be copied on this correspondence. Ms. Gellatly then reported on the 2012 Gaming Funds. The balance is \$98,149.79. These monies were already to have been spent. These funds were to be used for streetscape and when PennDOT took over the project the Borough did not have any expenses to allocate other than a few up front expenses to HRG. Ms. Gellatly said that Mr. Musser assisted her in writing the extension and reallocation request for the 2012 Gaming Funds. Ms. Gellatly said since she did not have approval on the usage, she could not expend the funds. Ms. Gellatly and Mr. Connor stated that they would work together to resolve this. Councilwoman Marcinko asked what these funds would be used for. Ms. Gellatly reported that it will be used as a match grant for Mohn Street park.

Mr. Musser asked about the usage for the 2015 Gaming Funds. The usage is allocated for storm sewer projects. We are also sponsoring grants for the Firehouse and Jump Street. Mr. Musser stated that the County has stated that there is a letter signing on as co-applicants for the Jump Street and the Firehouse but none has been submitted for the sewer project. It is now the 17th of August and all applications have to be in by September 1. Ms. Gellatly stated that the County has received the letter in question. Mr. Connor asked if that letter was emailed to the County. Ms. Gellatly responded yes and Mr. Connor asked that from this point forward that he be copied on all correspondence related to this matter.

Councilwoman Marcinko asked, for the purpose of edification for the public, when the Borough talks about projects such as Jump Street and the Firehouse, this money is not coming out of Borough funds but the Borough is only sponsoring them on paper. Mr. Connor explained that the Gaming Grant rules require that when an organization within a municipality wants to apply for gaming funds the municipality must write a letter of sponsorship for the organizations application. Ms. Gellatly stated that the County will ask that she prioritize all of the projects the Borough has sponsored when she attends the meeting with the County. Councilman Proctor explained Jump Street to the public. He stated it is the School Districts Aquaponics program.

Communication: None

Unfinished Business: None

New Business:

Mr. Wion announced that the next few matters are determinations where special purpose parking spaces are not needed any longer.

The first resolution is Resolution 2015-R18 eliminating the special purpose parking reserved for Sarah Mull on Mulberry Alley and a portion of a side at 35 North Third Street. She has indicated that she has moved from the area so this resolution will eliminate that parking space. President Wright asked if there were any questions on the Resolution. Hearing no questions he called for a motion. A motion was made by Councilman Albert, seconded by Councilwoman Marcinko to adopt Resolution 2015-R-18. Motion carried unanimously.

The second resolution is Resolution 2015-R-19 eliminating the special purpose parking space for Betty R. Wall, who moved and no longer needs the space. The space is at 42 South Harrisburg Street and a portion of the frontage of 40 South Harrisburg St. President Wright asked for questions on the resolution. Hearing no questions he called for a motion. A motion was made by Councilman Albert, seconded by Brian Proctor to adopt Resolution 2015-R19. Motion carried unanimously.

Councilman Proctor stated that in regard to special purpose parking was there a previously approved special purpose parking for a resident on Lincoln Street for their work van. The van is sitting in the Elks parking lot is rundown and is unable to be moved. He further reported that the resident is using a different vehicle and is parking it in that special purpose parking space. Councilman Proctor stated he wanted to know what can be done about this sort of situation. Councilwoman Marcinko asked if the van had a PA handicapped license plate. Councilman Proctor confirmed that it did. He further reported that the car now parked in the special purpose parking does not have the required license plate. President Wright stated that the van is not parked on Elks property that it is parked on the Borough's property. President Wright told Councilman Proctor that he should follow this up with the Police Chief.

Councilwoman Marcinko stated that she thought that when we wrote the special purpose parking policy about a year and half ago, that there was a provision in there that if someone is abusing this benefit, the parking space would be pulled.

President Wright suggested that we reached out to the the individual who has the approved special purpose parking and show them the ordinance and if they are violating the ordinance their special purpose parking permit will be taken away.

The third resolution is Resolution 2015-R-20 which removes or eliminates the Angle Alley parking space that had been reserved for the Fire Department's Chief and since he is no longer employed as the Property Maintenance Officer that would eliminate that special purpose parking space. Council President Wright asked for questions on the resolution. Hearing no questions he called for a motion. A motion was made by Councilman Albert and seconded by Councilman Proctor. Motion carried unanimously.

Mr. Wion stated that in a similar situation, since Brian Handley is no longer the Assistant Fire Chief the special purpose parking on Locust Street for the the Assistant Fire Chief being at 355 Locust Street, should be eliminated and that is Resolution 2015-R-21 for consideration. President Wright asked for questions on the resolution. Hearing no questions he called for a motion. A motion was made by Councilwoman Marcinko and seconded by Councilman Albert. Motion carried unanimously.

The next resolution is the establishment of a special purposes parking permit which is as a result of a traffic study conducted for Irene B. Gillis at 142 Lincoln Street and the Police Department has determined through their study that a special purpose parking permit is appropriate for a portion of 142 Lincoln Street, that being Resolution 2015-R-22 for the Council's consideration. President Wright asked for questions on the Resolution. Hearing no questions he asked for Motion. A motion was made by Councilman Albert, seconded by Councilwoman Marcinko. Motion carried unanimously.

Mr. Wion stated that every 5 years PennDOT comes to the various municipalities in the Commonwealth who provide actually snow removal services on the State Highways, and, since it has been 5 years since we have last done this, we have received from the Commonwealth Department of Transportation another letter with a 5 year agreement that would take us through 2019-2020. The format is basically the same as we signed the last time with a couple of additional addenda to the agreement. Contract provisions under the Right to Know law have been added. It is basically the same agreement with those few modifications. It is now before the Council for approval. Councilman Shaver made a motion we approve the 5 year Winter Highway Maintenance Agreement with PennDot for the years 2016 through 2020, seconded by Councilman Albert. President Wright asked for questions on the motion. Councilman Proctor asked how much we charge PennDOT or how much to we get from PennDot for these maintenance services. Borough Manager Gellatly stated we do not charge them. Penn Dot notifies the Borough on how much reimbursement will be returned to the Borough. For the period of 2015-2016 PennDot will be reimbursing the Borough \$8,244.36. Motion carried unanimously.

Councilman Shaver made a motion that we approve Resolution 2015-R-23 authorizing Council President Wright to sign the 5 year Winter Maintenance Agreement with PennDot (2016-2020), seconded by Councilman Proctor. Motion carried unanimously.

Mr. Wion stated that although not on the agenda the Borough Manager is requesting the consideration of a Resolution for the Borough authorizing the filing of an application for a local share municipal grant request of \$457,800 to be used for the Blueberry Alley/Washington Street storm sewer repairs project. Mr. Wion stated the the Borough Manager would advise Council of the necessity for this. Borough Manager Gellatly stated that HRG sent this request today. She believed that in the past we did not have to pass a Resolution regarding the Gaming Grant application. President Wright asked if Mr. Wion had an opportunity to take a look at what HRG is requesting. He said that it is an application as Ms. Gellatly indicated for that particular project and would authorize the filing of the application. Mr. Wion said he knows nothing about the timing of it or anything else but the Resolution would approve the application. However, if in the review the Borough Manager determines that there is some issue about it, we can simply hold it but if there is some time element, the Council would want to be in a position to move on it. Ms. Gellatly stated the gaming grant is due within the first week of September. Since the amount is not going to change, it is her recommendation that the Council take action on it. A motion was made by Councilman Albert to take the recommendation of the Borough Manager to approve Resolution 2015-R-24, approving the filing of the local share municipal grant request of

\$457,800 to be used for Blueberry Alley/Washington Street storm sewer repairs project, seconded by Councilman Proctor. Motion carried unanimously.

Audience Participation:

1. Iris Brown, 236 Lincoln St., Steelton, PA 17113

Ms. Brown stated she has been at that address all her life. She is now retired. She asked what is the procedure for maintaining properties in the Borough. Why are residents not being held accountable. President Wright asked Ms. Brown to be more precise. She discussed how her neighboring properties are not being taken care of. She stated lawns are not being cut, weeds all over the neighbors property which are coming into her property. She has paid to have them removed. She said the properties look like a forest in the backyards. She is unable to have cookouts or gatherings in her yard because of the conditions of the neighbors yards. She said there are snakes, groundhogs, and skunks continuously. There is a garage where there is a tree that is growing overtop. Both neighbors do not keep their yards kept up. The addresses are 234 and 238 Lincoln St. in the rear. She also asked about grills on front porches and if it was a fire hazard. Code Officer Shrauder stated he would check the ordinances regarding this issue. Ms. Brown stated that since Council discussed developing new properties in town, we really need to look at the old properties which are unkept because no one will want to move here with the neighboring properties in that condition. She stated the properties on Front Street and 120 Lincoln Street are deplorable. President Wright asked Councilman Proctor to get with Ms. Brown. Councilwoman Marcinko stated to Ms. Brown that she did ask a question and no one answered her. The question is what is the procedure for maintaining properties. Councilwoman Marcinko stated that when Property Maintenance Officer Gray comes to your house tomorrow morning, he will tell you that procedure. Councilwoman Marcinko explained that the process is not simple and there are private property issues involved.

2) Dennis Heefner, 337 Swatara Street, Steelton, PA 17113

Mr. Heefner wanted to follow up on the work permits for Arcelor Mittal. Borough Manager Gellatly stated the Borough has been working on several projects and permits and unfortunately Eckert Seamans who is helping us with those issues had a conflict when it came to the Mill project. The Pittsburgh Office of Eckert Seamans actually represents the Arcelor Mittal and the Borough reached out to someone else and they had conflicts. The Borough just acquired Counsel in this matter on Friday and the Codes Officer is going to be working with that attorney. Mr. Heefner asked if they are going to submit plans to the planning commission and are they going to want approval on a project they already did. Ms. Gellatly stated that this is potential litigation so she could not answer those questions.

Mr. Heefner commented on Councilman Proctor's previous statement regarding borrowing an arm for a piece of equipment to cut the weeds on Swatara Street. Mr Heefner stated that Council tried that years ago and it makes the ground unstable so he would not suggest that be done.

3) Natasha Woods, 171 South Front St., Steelton, PA 17113

Ms. Woods wanted clarification on the CDBG Funds discussed tonight. Ms. Gellatly responded that about 3 years ago she met with County to review the Borough's CDBG funds. To summarize the history, the Borough had to submit applications for reallocations to the

County when monies were left from approved projects and it needed to be reallocated to be spent. She stated that the 2013 allocation was used for the storm sewer line on Adams Street.

Council Concerns:

Councilwoman Szada asked the residents to assist in getting the children off the streets. She said she has observed many skateboarding and playing in the streets and we should get them to use the parks.

Councilman Albert: Councilman Albert announced the midget football season would be opening up on Sunday, August 23, 2015 at Cottage Hill at 12 p.m.

Councilman Shaver: Councilman Shaver was concerned about the design for the entry way to the new building at Dura Bond in the East End. He noticed they brought the curb line the whole way out to the macadam on Route 230. His concern is, and he understand we may have approved that, however, from a safety standpoint that if people go too far off to the right they will go airborne right into the parking lot. He knows PennDot approved it and he is not an engineer and he is just concerned. He said we might want to look at it.

Councilman Proctor: Nothing

Borough Manager Gellatly: She reported that Mr. Connor left the meeting and checked our CDBG funding. Mr. Connor stated that we needed to vote on the new usage of the 2012 funding since Council took out the wood chipper. \$57,942, of which \$18,000 will be spent on the midget baseball field and \$39,942 will be used for beautification. She is asking for motion for the use of the \$57,942 for those specific reasons. A motion was made by Councilwoman Marcinko and seconded by Councilman Albert to reallocate the 2012 CDBG funds of \$57,942 of which \$18,000 is allocated for the midget baseball field and \$39,942 is allocated for beautification and authorize the filing of applications and execution of agreements with the County. Motion carried unanimously.

Ken Klinepeter - nothing

Mick Shrauder - He announced the he attended training for Flood Plane managers.

Chief Vance - Nothing.

Chief King - Nothing

Mr. Wion - Mr. Wion stated he was asking for an executive session to discuss legal matters and personnel matters.

Councilwoman Marcinko - She stated that she is sure that everyone has read on facebook about the Fire Department's loss of the metal grates they use for their chicken BBQ's. She stated that our Fire Department is volunteer and they need this source of income. She asked anyone that can donate should.

She also stated that minutes will be done prospectively every two weeks. Two Councilwoman have volunteered to clean up the backlog and it will take time to catch them up but it will get done.

President Wright thanked everyone for coming out tonight. He stated that the minutes have been a big issue and we are moving forward with that and there is no cost to the Borough because they are being done by two Council Members. He also stated that we have been advised that it is legal for them to do those minutes.

President Wright announced that Council was going to recess into executive session to discuss legal and personnel issues at 7:55 p.m. The motion to recess was made by Councilman Albert and seconded by Councilwoman Szada. Motion carried unanimously.

A motion was made by Councilman Proctor and seconded by Councilman Shaver to return to regular session at 8:29 p.m. Motion carried unanimously.

Adjournment:

A motion was made by Councilman Proctor and seconded by Councilman Shaver to adjourn at 8:30 p.m.

Respectfully submitted,

Sara Gellatly
Borough Manager

FL*42595

Council Agenda
Tuesday, September 8, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: Mr. Wion

Approval of minutes of previous meetings as presented:

August 17, 2015

Public Comment on Agenda Items Only

6:45 PM Public Hearing: Zoning Ordinance Amendment regarding Nonconforming Use Rebuilding.

Presentation:

Communication:

Robert Amsel
Resident

None
Pine Street Project.

Unfinished Business:

Parking issues on Pine Street.

New Business:

Consideration of Ordinance: Zoning Ordinance Amendment.

Josh Fox

Approval of Application for Payments No. 1 for Contract 2015-01 Pump Station Sewage Grinder Improvement in the amount of \$144,546.07.

Josh Fox

Approval of the Final Application for Payment for Contract 2013-01 Mohn Street Intergenerational Park Project in the amount of \$62,041.40 as submitted by TR Stoner, General Contractor.

Josh Fox

Approval of the proposal from Kline's Services for an estimated fee of \$16,080.00 for cleaning of 42 inches required in order to complete the inspections for the Storm Sewer Cleaning and Inspection Project.

Mr. Wion

Resolution for the destruction of retention records

Mr. Wion

Ratification of Salzmann Hughes,P.C. Representation
and Fee Agreement.

Councilwoman Maria Marcinko

Sewer lateral back up problem on Bessmer Street

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

Steelton Borough Council Meeting

Monday, September 8, 2015

The regular monthly meeting was called to order at 6:30 p.m. by President Jeffery L. Wright, with the pledge of allegiance, followed by a moment of silence.

In Attendance:

Jeffery L. Wright

Maria R. Marcinko

Michael Albert

Brian Proctor

Steven J. Shaver

Maryjo Szada

Mayor Thomas Acri

Anthony Minium, Officer in Charge, Steelton PD

Rose Paul, Assistant Secretary/Treasurer

David A. Wion, Solicitor

Michael M. Miller, Labor Attorney

Absent:

Denae House

President Wright announced that he was going on record and will be reading a statement from Borough Council. The statement was read as follows:

Statement of Steelton Borough

As has been reported, Steelton Borough is in the process of addressing certain personnel concerns. While Borough Council has moved quickly to gather the necessary facts to make a decision, the Borough is not yet in possession of all of the facts that it requires to make a responsible decision for the Borough and its taxpayers. So, while the Borough needs additional

time to complete its employment investigation, Borough Council will promptly and definitively bring this process to a final resolution when all the facts are at hand.

During its progression of investigation and deliberation, Council has been advised that it cannot publicly comment on personnel matters. Council is compelled to follow this legal advice.

However, there are some answers and clarifications that Council can provide.

First, as to who is running the Borough, the Borough has experienced staff members who have been long-standing, dedicated employees. The Assistant Secretary is attending to the Borough Manager's duties with the assistance of the Borough Staff and the Borough's consultants. The Mayor has appointed an interim officer in charge of the Police Department and he is handling the day to day operations of the Department. The Public Works Department continues to work with their foremen to complete the work required. Council is very grateful to all of the employees for stepping up and working in the interest of the residents.

Second, as to the salary information that has been reported, Borough Council can correct the record. The Borough Manager was hired in April 2012 at a yearly salary of \$ 55,000. She worked a partial year, so her salary for that year was \$ 39,000. Her starting salary was not \$ 39,000 as has been reported erroneously.

Finally, as to the process for resolution of these personnel matters, Council will act promptly and judiciously to resolve them. While it is clear that many people would like to have additional information now, Council must take the time to gather the necessary facts and be appropriately advised about its legal options. As such, while it is entirely appropriate to provide Council with your thoughts and opinion, Council is not able to answer specific questions until its investigation is complete.

The President asked Mayor Acri to address Chief of Police John King's salary.

The Mayor reported that the salary of Chief John King as of 2013 when he was a Sargent was \$74,432. When he became acting Chief he received a \$5.00 an hour increase, which was \$10,400, which he received through April 13, 2014, which made his salary \$84,432.00. In 2015, when promoted to Chief he was making \$88,500. He was entitled to a raise in August but, at this time has not been given that raise. That is the stating of the salary for the Chief.

Councilwoman Marcinko made a motion to change the administrative leave with pay for Police Chief John King, to redemption of annual leave pending further investigation. The motion was seconded by Councilman Albert. Motion carried unanimously.

Councilwoman Marcinko made a motion that the administrative leave with pay for Borough Manager, Sara Gellatly be changed to unpaid administrative leave pending further investigation. The motion was seconded by Michael Albert. Motion carried unanimously.

EXECUTIVE SESSIONS BETWEEN MEETINGS:

President Wright then turned the meeting over to Mr. Wion. Mr. Wion reported that there were two Executive Sessions between the the last regular meeting of Council on August 17, 2015 and this meeting, September 8, 2015. The first was held on Tuesday, September 1, 2015 at 6:30 p.m. for the purpose of discussing personnel issues involving the evaluation of employee performance and potential discipline and legal advice relating there to. The second was held at 5:30 p.m. this evening for the same purposes.

APPROVAL OF PREVIOUS MINUTES AS PRESENTED:

A motion was made by Councilman Albert and seconded by Councilwoman Szada to approve the minutes of the August 17, 2015 meeting. Motion carried unanimously.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

Mr. Wion wanted to draw to the public's attention that at 6:45 p.m. there is a public hearing scheduled in which we must recess the regular meeting and conduct the hearing and then return to session.

President Wright said there was about 5 minutes where Council could take public comments on agenda items only before the hearing.

1) Markis Millberry, who stays at 349 Spruce Street, Apartment A, Steelton, PA 17113

Mr. Millberry asked if Council would reveal the name of the officer in charge of the Police Department. It was announced that Officer Anthony Minium is acting as the officer in charge of the Police Department.

2) Shelby Burke, 2511 South Third Street, Steelton, PA 17113

Ms Burke question was regarding the resolution of the destruction of retention records. She wanted to know if it was yearly, monthly or just how did it work. Mr. Wion responded that the Historical and Museum Commission of the Commonwealth sends a manual for the retention of public records. It gives a whole listing of records. Ms. Burke mentioned that she is familiar with that because she is the retention officer of the State Treasury Department. Ms. Burke asked if we follow the procedure as outlined in the retention schedule and Mr. Wion said we certainly do. Ms. Burke stated that is all she wanted to know.

3) Emmuel Powell, 321 Lebanon Street, Steelton, PA 17113

Mr. Powell questioned the Executive Session process and when did we start this process. President Wright explained that we needed to meet regarding issues that are not for the public knowledge and once the meeting concludes votes are taken on what transpired at the Executive Session in an open session. President Wright explained that according to Robert's Rules of Order, we go executive session to discuss the issues, and if he would stick around, after executive session we come back into a public meeting to vote. President Wright stated that we can have an executive session to discuss personnel issues, potential litigation and other legal matters at any time.

Public Hearing:

President Wright asked Councilman Albert to read the Public Notice of Hearing.

President Wright asked for a recess from regular Council Meeting at 6:47 p.m. Councilwoman Marcinko made a motion to recess from regular Council Meeting to have the hearing to consider the ordinance amendment. Seconded by Councilman Shaver. Motion carried unanimously.

Read by Councilman Albert: This is the time and place set for the public hearing to receive and review public comment on proposed amendment to the Code of the Borough of Steelton, Chapter 120, Zoning, which the amendment provides for the rebuilding of a destroyed or damaged non-conforming use or structure if the building application is submitted with 18 months, work begins in 6 months, and no unconformity is nearly created or increased. The ordinance further amends the abandonment provisions related to non-conforming uses by accepting from its presumption of abandonment after 1 year, the provisions related to the rebuilding of the destroyed or damaged non-conforming uses. Note of the public hearing has been duly advertised as required by law. Copies of the proposed ordinance was sent to the Steelton Planning Commission and the Dauphin County Planning Commission, also as required by law. Is there anyone from the public who wishes to make a comment in relation to the proposed ordinance? There was no response. Is there any Councilpersons who wish to make comments in relation to the ordinance? There was no response. Councilman Albert declared the public hearing closed and announced the regular meeting of the Borough would be reconvened.

Councilman Albert made a motion to reconvene into regular Council Meeting, seconded by Councilman Proctor. Motion carried unanimously. Council reconvened at 6:49 p.m.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY: CONTINUED

4) Charles C. Lawson, 401 Columbia Street, Steelton, PA 17113 (Swatara Township)

Mr. Lawson asked if Council expected people to wait a month while they are getting raw sewage into their homes. He believes it is inhumane. Mr. Lawson stated some other homes do not have a drop of water. He said last month the Borough billed him over \$300 in error on his water bill. He stated he went to Borough Hall and talked to Sara who corrected it. The only reason he came down to Borough Hall was because the interest was being compounded and he did want his water shut off. Mr. Lawson stated that nobody should have to wait another month to have to straighten that water out. Mr. Lawson asked that we make that an emergency area and concentrate on that area to correct the problem.

5) Kristen Tate, 704 North Front Street, Steelton, PA 17113

Ms. Tate said she is very upset and she wants answers and she just wanted Council to care as much to the community. Ms. Tate stated that she respects each and every one of us and especially Councilwoman Marcinko for making the motions regarding Chief King and Borough Manager Gellatly but at the same time she had to say she was glad we brought at least one item to conclusion.

PRESENTATIONS:

Joshua Fox, HRG - Mr. Fox stated that he had a couple of items for Council's consideration. Mr. Fox presented Council with a copy of his monthly Engineer's Report. Councilwoman Marcinko asked for an update on when the Pine Street Project will begin. Mr. Fox stated that he received correspondence from Wexcon, who is a subcontractor with Pennsy Supply, who will be working on the Pine and Harrisburg Street project. The excavation work for the utility replacement for water and sewer is expected to begin at the end of September. It has been moved back a couple of weeks. Wexcon will give the Borough two weeks notice so the Borough can notify the residents. Also, before the Borough can put the detour into effect, they will actually post the detour and the date when the detour is to begin. There will be signs on both Front Street and Pine Street as to when the detour will begin. Mr. Fox reported that HRG is communicating with Wexcon on a daily basis. Councilwoman Marcinko announced that details regarding parking will be addressed under unfinished business.

COMMUNICATIONS:

President Wright stated that we have a communication from Mr. Robert Amsel. Mr. Robert Amsel, resident of Pine Street, wanted to address issues for anyone who is handicapped and will be affected by the Pine Street Project. Mr. Amsel stated he has many health issues and was concerned about getting to and from medical appointments.

UNFINISHED BUSINESS:

Councilwoman Marcinko discussed Mr. Amsel's concerns regarding the parking issues during the upcoming Pine Street project. She stated that she did have a conversation with Mr. Amsel about his letter and it stemmed from the letter that all Steelton residents received regarding this project. As a point of clarification, Councilwoman Marcinko stated that everyone must understand that this is a PennDot project and we do not have as much flexibility with things as we would if it was a Borough project. Councilwoman Marcinko said that the closure of the roads would be sections and no one would be a prisoner in their homes. All residents will be notified in advance if the area surrounding their homes will be completely inaccessible for any period of time so they can make arrangements to park elsewhere. The only reason why there will be parking issues is that there will be equipment and materials that will remain in the section the contractor will be working on for periods of time. Residents will have access to and from homes before the start of the work day and after. Councilwoman Marcinko announced that special accommodations will be made for those individuals with medical issues. These accommodations will be made through the Project Manager of HRG. Councilwoman Marcinko said an email address and phone number for those needing accommodations will be on the website.

Mr. Fox stated that once we get the work schedule from the contractor they will provide the Borough with weekly updates from the onsite RPR and he will make it available to the Borough Office and we can put it on line to see just what areas of Pine Street will be effected and when. Residents are reminded, however, that it is a construction schedule and things change daily.

Mr. Fox also announced that there will be complaint forms on site with the RPR and residents are encouraged to complete them if needed.

NEW BUSINESS:

Consideration of amendment to the Zoning Ordinance - Mr. Wion reported that we had a public hearing earlier dealing with the Zoning Ordinance which initially had a provision in 2009 when the Borough passed it if the non-conforming structure, which is a building that during that period would not conform to uses and that structure was damaged or destroyed by fire or other act of god more than 50% of its replacement costs at that time, you are not permitted to reconstruct it unless you built it in conformance with the new building ordinance. We found that what was happening is that when residents were trying to sell their homes some of the title companies said what happens if you have a fire and it is destroyed you cannot rebuild it unless it meets the new zoning ordinance and with none of the provisions in there you couldn't do that. This was brought to the attention of the Borough and the Borough decided to change that provision and the change allows a non-conforming structure that has been destroyed to be rebuilt in a non-conforming condition as it was before if an application for the building permit is submitted within 18 months after the date of the damage and work begins in earnest within 6 months and continues and you don't create any new conformity or increase it by construction. The second portion of that is that there is a provision of non conformity that if you abandon or did not use that building for the activity use we would consider that within a year you could not rebuild it. That section was also changed and amended to provide that a non-conforming use of a building shall be abandoned when you cease to have any use or activity by an act a failure on the part of the owner to restate the use within a year, except for the provision that we just put into the ordinance that if it is destroyed or damaged that abandonment determination will not be made. That is ordinance 2015-4 for Council's consideration. President Wright asked if there were any questions on Ordinance 2015-R-4. There were no questions. A motion was made by Councilman Albert, seconded by Councilwoman Marcinko to approve Ordinance 2015-R-4. Motion carried unanimously.

Approval of Application for payment No. 1 for contract 2015-01 Pump Station Sewer Grinder Improvement Project for \$144,546.07. - Mr. Fox, HRG, recommends approval for application for payment No. 1 PSI Pump Solutions, Inc. in the amount of \$144,564.07. Upon approval this will be sent to the County for full reimbursement from the CDBG-R monies. President Wright asked Mr. Fox to verify that this is grant money. Mr. Fox responded in the affirmative. A motion was made by Councilman Proctor seconded by Councilman Albert to approve the application for pay No. 1, in the amount of \$144,564.07. Motion carried unanimously.

Final application for payment for contract 2013-1 Mohn Street Multigenerational Park in the amount of \$62,041.40. Mr. Fox recommends full payment to T.F. Stoner for the work performed on Mohn Street Multigenerational Park. This will be submitted for reimbursement to DCNR. A motion was made by Councilman Proctor, seconded by Councilwoman Szada to approve payment to T.F. Stoner in the amount of \$62,041.40. Motion carried unanimously.

Approval for the estimate of client services for the estimate of \$16,080 for the cleaning of a 42 sewer inlets as required for the preparation of the storm sewer project. This estimate will include cleaning and removal of debris from 42 inlets in order to complete the structural inspection and a component to the required inspection. This will be sent to the County for reimbursement from CDBG funds. A motion was made by Councilman Proctor and seconded by Councilman Albert to approve the estimated proposal in the amount of \$16,080. Motion carried unanimously.

Retention and Destruction of Records - Mr. Wion reported that the Borough looks at the Municipal Records Manual approved by a prior resolution and in accordance with the disposition of municipal records as set forth in the manual, we pass a resolution from time to time which disposes after a certain period of time certain records in accordance with the Municipal Records Manual. Resolution 2015-R-25 is the latest authorization of disposition of administration records which are listed on an exhibit which is attached to a resolution this is Resolution 2015-R-25 for the Council's consideration. A motion was made by Councilman Shaver to pass Resolution 2015-R-25, seconded by Councilman Albert to approve the resolution. Motion carried unanimously.

Ratification of Salzman Hughes, P.C. Representation and Fee Agreement - Mr. Wion reported that during last Council meeting it was brought up that the permits for Arcelor Mittal that had become an issue. Borough Manager Gellatly had indicated at the previous meeting that while we are working with Labor and Industry on a number of permits and the issue of their issuance our special counsel Eckert Seamans had a conflict of interest in representing Arcelor Mittal in regard to that particular issue with the mill. As a result, Ms. Gellatly reached out and secured the services of Salzman Hughes, P.C., the firm that has also been working with the various municipalities in regard to the sewer rate issues and CRW provided a representation and fee agreement in regard to the issues involving Arcelor Mittal and the related fee schedule and their representation letter because this had not yet been before Council, Mr. Wion was presenting it and asking for a motion for Council approval for their retention. A motion was made by Councilman Albert, seconded by Councilman Proctor to accept the representation and Fee Agreement from Salzman Hughes, P.C. Motion carried unanimously.

Sewer backup on Bessemer St. - Councilwoman Marcinko reported that she wanted to address this issue publicly because there has been controversy surrounding this issue and wanted to report what the Borough and the residents at 598 Bessemer Street have done regarding this issue.

She reported that Public Works Director received a call on Sunday, August 30 he received a call from the resident of this proper that the sewer backed up. The Public Works Department was sent up several times to take a look at the Borough's side of the sewer system. The back up was in the lateral line, which is the property owner's responsibility. The Borough sent Public Works employees up to the residents 4 times. The resident's called FreeFlow USA, RotoRouter, and a private plumber. The Borough took pictures within our lines. Councilwoman Marcinko reported that the Borough lines were clear. FreeFlow America went up there and said that when they opened the line they found 6 pairs of underwear in the line.

Councilman Proctor asked permission to use Borough Letterhead for a project for the Thanksgiving Turkey giveaway on November 21, 2015. The Borough will be partnering with the County and a anonymous donor and would like to send a letter to First Baptist church to use their fellowship hall on November 21, 2015 from 12 p.m. to 5 p.m. Councilman Shaver made a motion to authorize Mr. Proctor to use Borough letterhead, seconded by Mr. Albert. Motion carried unanimously.

Councilman Proctor asked Council to consider a give a book/take a book program run that would be voluntarily run by Iris Brown in the Borough Hall. Councilman Proctor has had three bookshelves already donated. A motion was made by Councilman Albert, seconded by Councilwoman Marcinko to have Councilman Proctor start a give a book, take a book program in Borough Hall. Motion carried unanimously.

Councilman Proctor stated that he wanted to spearhead an operation "Blitz Blight", which would include dumpsters. We will not except tire, paint unless dried up, electronics and things like that. Councilman Proctor said he would like to work with Dauphin County probation at the same time to work on homes with overgrown grass and property needs. It would be an overall Borough clean up. Councilman Proctor stated he would like permission to continue to research this project and if granted would come back to Council with a date. Councilwoman Marcinko suggested that we allow Councilman Proctor to continue to investigate the best way to attempt to plan operation "Blitz Blight". President Wright told Councilman Proctor that once he has everything in order he should come back to Council with a recommendation.

AUDIENCE PARTICIPATION:

1) Charles Lawson, 401 Columbia Street, Steelton, PA 17113 (Swatara Township) Mr. Lawson stated that he believes there are ghost employees in the Borough making \$78,000 a year. He wanted to know who they are, what is their salary, and who approved them. President Wright responded that this is a personnel matter and we covered that in the beginning of the meeting. He wanted to know how we spending his money, signing off on raises and all that.

He also stated that he was down to see our new certified, educated, and graduated from wherever Codes Officer. Mr. Lawson said the Codes Officer had the nerve to tell him that he did not know what a Cease and Desist was. He further state that the Codes Officer told him that he did not have any records for 585 Bessemer St. with our letterhead on it catching them dumping oil in my sisters yard in broad daylight and DEP fined. This is a garage that your Codes Officer could find no records, no files no nothing on this property. Mr. Lawson stated that the Codes Officers asked if Mr. Lawson would give his records to him. Mr. Lawson stated that he was giving the records to President Wright and he should give them to the Codes Officer.

2) Markis Millberry, stays at 349 Spruce St., Apartment A, Steelton, PA 17113 - Mr. Millberry asked if we were paying Rose Paul extra to be at the meeting tonight. President

Wright stated that we were not. Mr. Millberry also asked why are we paying Michael Musser \$4,000 a month. President Wright stated that Mr. Musser brings millions of dollars to this Borough through grants.

Councilman Proctor brought up the recent meeting with the Auditor General of Pennsylvania. He stated that those in attendance were President Wright, Vice President Marcinko, Sara Gellatly, himself and Mike Musser. Councilman Proctor stated that the Auditor General stated we were in great financial shape.

Mr. Millberry asked when all of the minutes will be updated. President Wright asked Councilwoman Marcinko to address this. Councilwoman Marcinko stated that she and Councilwoman House are working on that project. All minutes prospectively from August 3, 2015 will be posted after approved at the previous meeting. They will be done timely from that date on. Councilwoman Marcinko stated that we committed to the Auditor General that they will be done by the end of year. She also stated that we are working on it as best as they can.

Mr. Millberry wanted to know the status of his Right to Know Requests. President Wright stated that based on the situation going on in our Administrative Office, we could not guarantee when but he would follow up with Rose to see where we stand with that.

Mr. Millberry asked the status of his police complaint against Chief King. President Wright asked the Mayor if he knew anything about it. The Mayor reported that it was reviewed and the finding was that Chief King did nothing in appropriate.

3) Mr. Daniel Bowers, Sr., 587 Lincoln Street, Steelton, PA 17113

He was asked to come to the microphone because it was very important for the minutes. He remained in his seat as was asked to speak loudly.

Did you consider moving these meetings to a larger facility? President Wright responded that on special occasions we have moved the meeting to a larger facility.

Mr. Bowers wanted to commend Assistant Secretary Rose Paul for her assistance in helping him resolve his erroneous water bill.

4) Natasha Woods, 181 South Front Street, Steelton, PA 17113

She wanted to follow up on the 2012 CDBG money and asked if he application has been submitted. President Wright responded that yes it has. She also asked if it has been approved. President Wright said it is still going through the process. Ms. Woods asked for a definition of "beautification". President Wright asked Councilman Proctor to answer that question as Chairman of NEDC. Councilman Proctor said it means whatever we need to make the Borough look better however, the money can only be used for what you applied for. She also wanted to know where the input comes from for Beautification. Councilman Proctor stated she can make suggestions to the NEDC Committee. Ms. Woods asked if it has to be spent by September 30 and Councilman Proctor stated that we got an extension until the end of the year.

5) Emmual Powell, 325 Lebanon St., Steelton, PA 17113

Mr. Powell stated that the Pine Street project has been talked about for 5 years and it only took 9 years to build the turnpike. Why does it take 5 or 6 years to do a project? He also stated that every project that comes up we have the same engineers. He stated we should get rid of the engineers.

Councilman Albert stated that Pine Street is a state owned road. The project is totally under the control of PennDot.

Councilman Shaver stated that he shares his frustration when it comes to Pine Street but unfortunately like Councilman Albert stated that has been on the 5 year plan for the last 25 years.

6) Candace Kitner, 380 South 7th Street, Steelton, PA 17113

Ms. Kitner reported that when she entered Council chambers tonight she was verbally attacked by the Mayor's father.

COUNCIL CONCERNS:

Councilwoman Szada - She had no concerns.

Councilman Shaver - He wanted to thank Mr. Proctor for the two programs he is working on. He applauds him for trying to do something positive for the community.

Councilman Proctor - He asked the residents to keep their properties clean.

Councilman Albert - He wanted to touch base on Executive Session. He explained to the public that these are closed door meetings to only discuss personnel and legal matters. No votes are taken in Executive Session. He also addressed the fact that only a hand full of people come to meetings regularly but the everyone comes when there is a problem or when the news media is there. He also addressed 27 News, 21 News, WGAL News stated that he would like to see them all there when there is something positive to report not just when there are negative reports in Steelton.

Mayor Acri - Mr. Acri wanted the Assistant Secretary to insure that the record reflects that Mr. Lawson's address is located in Swatara Township and he does not live in the Borough of Steelton, he does not pay taxes to the Borough of Steelton, and his only obligation to the Borough of Steelton is that he receives Steelton Water.

Councilwoman Marcinko - Councilwoman Marcinko just wanted to state that she was at a loss for words. She holds a lot of respect for local government, county and state government. She worked in State Government for 35 years. She stated this is not a comedy theatre. She stated that Council has to do very intense business every day of the week. She stated that if you disagree with something I do, my telephone number is on that website like every other council member and you can call her anytime. She stated she does answer her phone and she does get back to her callers. She stated her point is that Council does business her twice a month and when Council discusses important issues like trying to find money to move a sewer line because the Borough has to move a sewer line there is no one at the meeting and something happens and

you are all here. Even tonight when we were approving resolutions that keep this Borough going, it wasn't sensational to you. She stated the Borough is operating, the Borough is funded, the Borough is going. There are two key people missing and it is a personnel matter and she stated she wasn't able to talk about it. She stated she got into local government because she wanted to do good in her community, but that maybe none of the Council will want to serve ever again.

AUDIENCE PARTICPATION:

1) Renee Drayton Bowers, 587 Lincoln Street, Steelton, PA 17113

Mrs. Bowers stated that she has been at Council Meetings before and if we were on the other side we would be coming out too in situations like this. She realizes that they are here because of personnel issues and that we cannot speak about it but it is what it is. She believes that everyone needs to know a reason why the two employees were let go.

2) Ron Acri, Pine Street, Steelton, PA 17713

Mr. Acri stated that he is appalled at everyone in the audience because they voted for the Council and they are so disrespectful to the Council.

The President called for a motion to adjourn. A motion was made by Councilman Albert, seconded by Councilman Shaver. The meeting adjourned at (The crowd was so loud the time could not be heard).

Respectfully submitted,

Rose Paul

Assistant Secretary/Treasurer

Council Agenda
Monday September 14, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: President Jeffery Wright

Executive Sessions held between meetings: Mr. Wion

Approval of minutes of previous meetings as presented:

Public Comment on Agenda Items Only

Presentation:

Communication: None

Unfinished Business: None

New Business

President Jeffrey Wright

Separation Agreement and Release-Sara E. Gellatly
Separation Agreement and Release-John King

Mr. Wion

Resolution to Amend Open Records Policy.

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

Steelton Borough Council Meeting
Special
September 14, 2015

Present:

Jeffrey L. Wright
Steven J. Shaver
Michael Albert
Brian Proctor
Denae House
Maria Romano Marcinko (by telephone)

Dave Wion, Solicitor
Anthony Minium, Officer-in-Charge, Steelton Police Department
Rose Paul, Assistant Secretary/Treasurer

Absent:

Mayor Thomas Acri
Maryjo Szada

CALL TO ORDER:

The September 14, 2015, Special Meeting of Council was called to order by Council President Jeffrey L. Wright, at 6:00 p.m., followed by the pledge of allegiance and a moment of silence.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS: None

APPROVAL OF MINUTES OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED: None

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

1) Charles C. Lawson, 401 Columbira Street, Steelton, PA 17113 (Swatara Township)

Mr. Lawson wanted to speak about the separation agreement with the Borough Secretary and the replacement of such position. Mr. Lawson stated he would like to recommend Todd Lawson be considered for that position because he has over 20 years of management experience and salary resolution. Todd Lawson is thoroughly schooled in open door policies and also he is thoroughly schooled in employee (he didn't know the term) but when so many employees of one family hold key positions within a small Borough. He stated this would diversify the Borough because he has not seen a Black person on the Borough staff in any kind of position in the last 30 or 40 years. He stated that the Borough would have an excellent candidate that is willing to work for you and provide you with a wealth of knowledge and do that an equitable salary. Mr. Lawson would like for him to be considered for the position we have open.

2) Rose Conjar, 576 Pine Street, Steelton, PA 17113

Ms. Conjar asked if Ms. Gellatly's position was covered by Civil Service and will it be up for bid and/or if it will be advertised in the newspaper. She also asked what were the qualifications of the position. President Wright stated that Ms. Gellatly's Borough Manager position is not civil service it is an at will position and the position serves at the pleasure of Council. Ms. Conjar then asked if the position is under a union. President Wright stated it is not. She asked if it will be advertised in the newspaper or will it be filled from within. President Wright stated that he a decision will be made on that position tonight as well.

3) Markis Millberry, stays at 349 Spruce St., Apartment A, Steelton, PA 17113

Mr. Millberry asked if Council could elaborate on the separation agreements with the Borough Manager and Police Chief. President Wright stated that he would be reading the separation agreements on both employees.

At this time, President Wright stated he have a press release for the media if Council acts on the issues on tonight's agenda.

4) Kristen Tate, 704 North Front St., Steelton, PA 17113

Ms. Tate asked if after the resolutions are read, will the public be able to comment or do they have to comment right now. President Wright stated that she will have the opportunity to come back up and speak during the Audience Participation section.

5) Robert Cooper, 424 Ridge Street, Steelton, PA 17113

Ms. Cooper requested a copy of the Borough Manager's and the Police Chief's job descriptions so we know when the new people come in what they are supposed to be doing for one and what they are not supposed to be doing.

6) Markis Millberry, stays at 349 Spruce St., Apartment A, Steelton, PA 17113

He asked if Council voted on the raises for Ms. Gellatly and Chief King. President Wright stated that that issue was not part of the separation agreement. Mr. Millberry asked he he could ask this question during Audience Participation and President Wright stated yes.

7) Donald Bowers, Sr., 587 Lincoln Street, Steelton, PA 17113

Mr. Bowers referred to Mr. Millberry's question regarding the Borough Manager's and Police Chief's wages and President Wright's answer that it was not part of the separation agreement. He then stated that if in this separation agreement monies are being paid and they are being paid by her pay scale, wouldn't this question be relevant? President Wright stated that once he reads the separation agreements that will indicated how the situation was handled. President Wright stated he would have an opportunity to speak again during Audience Participation.

PRESENTATIONS: NONE

COMMUNICATIONS: NONE

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

President Wright requested a motion to accept the Separation Agreement and Release for Sara E. Gellatly. The motion was made by Councilman Albert, seconded by Councilman Shaver. Motion carried unanimously.

At this time President Wright read from a prepared Press Release which follows:

Steelton, PA (September 14, 2015) – Following a properly advertised session of Borough Council, Steelton Borough voted to approve agreements with the former Manager, Sara E. Gellatly. Ms. Gellatly, whose voluntary resignation is effective retroactive to September 9, 2015 will receive a severance package equal to three months' salary.

President Wright requested a motion to accept the Separation Agreement and Release for John King. A motion was made by Councilman Albert, seconded by Councilman Proctor. Motion carried unanimously.

President Wright read the portion of the press release pertaining to John King's agreement as follows:

Chief King will resign and retire on September 17, 2015 and will receive payment for his accumulated, but unused, leave time which he previously earned during his 25 year career as a Steelton police officer. Officer Anthony Minium will continue as Officer in Charge.

President Wright asked for motion on the recommendation of the Personnel Committee to hire Doug Brown, as the new Borough Manager. A motion was made by Councilman Shaver, seconded by Councilman Albert. The motion carried unanimously.

President Wright asked Councilman Albert to read the portion of the Press Release pertaining to Mr. Brown as follows:

Borough Council also voted to hire Douglas E. Brown as Borough Manager and Secretary, effective on October 1, 2015. Mr. Brown previously served as Steelton's Borough Manager and Secretary from 2011- through 2012 before leaving to become the Associate Director of Government Relations for the Association of Pennsylvania State College and University Faculties. Borough Council is excited to have Doug back on board with Steelton. Because of his prior experience with the Borough, he will need no on-the-job training and he will be able to step in immediately to guide the Borough through the critical budget process which must be completed by the end of the year. In addition, because of his experience in constituent service and his experience and knowledge of the state's Right-to-Know-Law, Doug knows what it takes to be a responsive borough manager.

Resolution to Amend the Open Records Policy - Mr. Wion: The resolution that is before Council recognizes that back in 2008 Council adopted a resolution which implemented the Right to Know Act at that time and Council adopted a Right to Know Policy. Among the other provisions of that policy was a designation that the Borough Secretary would be the Open Records Officer for the Borough. The Council now desires to amend this policy authorizing the designation by Borough Council of its Open Records Officer by resolution from time to time as determined by Council. The Council therefore resolves that the Borough policy for implementing the amended Right to Know Law, is now amended to provide that the Borough Council shall designate by resolution as it deems necessary such Borough employee as it deems appropriate as the open records officer for the Borough responsible for assuring

compliance with the Right to Know law according to the guidelines set forth in that policy. Be it further resolved that Rosemarie Paul is designated as the Open Records Officer immediately until replaced by resolution of the Borough Council and be it further resolved that officers, officials and employees of the Borough are directed to take such actions that are necessary to implement the terms of his resolution. This is the resolution that would allow Council to immediately appoint Rosemarie Paul, Assistant Secretary/Treasurer, as Open Records Officer so that the Borough can continue the immediate response to a right to know request and do any other things that are necessary under the right to know law. Then, from time to time, if the Borough wishes to designate somebody else for whatever reason in that capacity, it can do so and the Borough would be removing the specific designation of the Borough Secretary as the open records officer on what had been a permanent basis and that is resolution 2015-R-26 for the Council's consideration.

Councilman Proctor made a motion that we approve 2015-R-26, seconded by Councilman Albert to approve Resolution 2015-R-26. Motion carried unanimously.

AUDIENCE PARTICIPATION:

1) Renee Drayton Bowers, 504 Lincoln St., Steelton

Ms. Drayton question what annual salary figure would be used to compute Ms. Gellatly's three month severance pay. President Wright stated that the computation would be based on Ms. Gellatly highest salary. She stated her concern about Ms. Gellatly's salary increase from 2012 to present. Councilman Albert explained Ms. Gellatly salary increases during her tenure with the Borough. He further stated that he believed that the Borough is probably has the lowest paid Manager in the area. Councilman Albert further stated that in order to have a competent employee in this position they have to be paid a competent salary.

Ms. Drayton also asked in relationship to Mr. Brown's hiring...why not post the position first. President Wright responded that it was a recommendation of the Personnel Committee to bring Mr. Doug Brown back and the Council just voted unanimously to bring Dough back based on the recommendation of the Personnel Committee. Councilwoman House stated that she just found out about Mr. Brown's return today. Ms. Drayton asked Councilwoman House was on the Personnel Committee to which she responded no. Councilwoman House stated that even though they discussed this in a previous meeting she felt that she should have been updated on this. Ms. House stated that Mr. Brown was a good employee while he was here. Councilwoman House stated that she believed the job should have been posted to give others a chance to apply. She stated that she was not saying that he would not have been the better candidate but she still thinks the position should have been posted.

Ms. Drayton asked why Councilwoman House was not notified until today regarding Mr. Brown's appointment. President Wright answered that he announces at every meeting that recommendations must come through Committees to the entire Council. She asked how many individuals sit on the Personnel Committee. President Wright stated, myself, Ms. Marcinko, and Mr. Proctor.

2) Donald Bowers, 578 Lincoln St., Steelton, PA 17113

Mr. Bowers commented on the pay issues. He asked when both individuals got pay raises in the last couple of years, is there a record of Council approving those raises. President Wright stated that everyone has the same question. President Wright stated that there are certain years of minutes that are not posted on the website. President Wright stated that previously he stated that he dropped the ball from being President of Council because the previous Borough Manager was not doing her job in that capacity. He stated that in the Borough Code of Pennsylvania the minutes are the responsibility of the Borough Secretary/Manager. He said that Council had to do its due diligence to find out legally what we could do to release Ms. Gellatly from the Borough. President Wright stated we are still researching the records in regard to this matter. President Wright stated that he can only state what her last salary was.

3) Trish May Abatello, 55 North Front St., Steelton, PA 17113

She wanted to address the separation agreement for Ms. Gellatly. Ms. Abatello stated that Council indicated that that she is receiving three months salary and questioned whether or not she would be receiving benefits. Councilman Albert stated that Ms. Gellatly is receiving 3 months of salary, 18 months of Cobra, the first 13 months the Borough will pay for and from 13 to 18 months, the Borough will pay for 50% and Ms. Gellatly will pay for 50%. If Ms. Gellatly gets another job in that time period, the COBRA stops.

Ms. Abatello asked why would Council go back and hire someone who trained the Borough manager who just left? She believes that Council is trying to gain credibility and transparency here and wanted clarification as to why we would hire someone who left the position. She asked who else voted on offering Mr. Brown the position. Councilman Albert stated that it was the recommendation of the Personnel Committee to hire Mr. Brown back and the Council could have voted no. He further stated that the Personnel Committee felt that Doug was an extremely competent person and for now with the budget season on us, Doug was the one for the job. Ms. Abatello asked if this was going to be temporary for Mr. Brown. Councilman Albert stated that it is a permanent full time position. He also stated that Mr. Brown's salary will be \$80,000 with no benefits. She then questioned why we decided to pay Ms. Gellatly a full year of medical benefits. Councilman Albert stated that it was on the recommendation of our lawyer and our solicitor. Councilman Albert stated we could have voted no on the agreements and have gone to court and it would have cost the taxpayers a much more greater amount.

Ms. Abatello asked when this agreement was reached and was it by all Council members. President Wright stated that it was recommended by the Personnel Committee to the entire Council and was presented in Executive session. President Wright stated that everyone then voted in open session on the agreement, but everyone had the opportunity to vote no and did not. Ms. Abatello stated that we did not post the position to give anyone the opportunity that would be fully qualified for the position. She believes we moved backwards instead of forward and if we wanted credibility and transparency back why not hire a new person to come in. President Wright stated that her comments were noted.

4) Charles Lawson, Columbia Street, Steelton, PA (Swatara Township)

Mr. Lawson asked about the education background of Mr. Brown. President Wright stated that Mr. Miller has a Bachelor's Degree in Government Relations and Political Science from Millersville University. Mr. Lawson asked if he had any finance in his background. President Wright stated again, the recommendation came to the Council and the Council could have voted yes or no on Mr. Brown.

5) Kristen Tate, 704 North Front Street, Steelton, PA 17113

Ms. Tate asked Councilman Albert about his statement that when Sara was initially hired she was hired as the Borough Secretary. Ms. Tate wanted to know her hire date. Councilman Albert stated that it was in April of 2012. Ms. Tate wanted to know when her position changed to Borough Manager, because she thought she was the Borough Manager all along. Mr. Wion stated that the position of Borough Manager did not exist in the Borough nor under the Borough Code until 2013 at which time the Borough adopted an ordinance that established the position of Borough Manager and at that time Ms. Gellatly became the Borough Manager. Ms. Tate stated that she was asking because in 2013 she was referred to talk to the Borough Manager and wanted to know at what point she actually became the Borough Manager.

6) Natasha Woods, 181 South Front St., Steelton, PA 17113

Ms. Woods referred to the hiring of Doug Brown. She was not questioning his experience or anything. She wanted the date of Sara's resignation. Councilman Albert stated it was September 9, 2015. She wanted to know the process to bring Mr. Brown back on and asked if the Personnel Committee went to him or did he come to the Borough. President Wright stated that Mr. Brown contacted him due to what he was hearing about the Borough. President Wright stated that to Mr. Brown initially that he could not discuss the issue when he was at this time. Ms. Woods asked when the position was finally discussed with Mr. Brown. President Wright stated that he would not discuss that because it was a Personnel Issue. Ms. Woods asked if he was interviewed. President Wright said he was not.

7) Roberta Cooper, 424 Ridge Street, Steelton, PA 17113

Ms. Cooper asked when was Mr. Brown in his position. President Wright said 2011-2012. Ms. Cooper stated since the minutes were backed up during Mr. Brown's tenure then no one was doing their job. Ms. Cooper wanted to know how many people are related who are running this Borough. Councilman Albert stated that he had no relatives that work for the Borough of Steelton.

8) Trish Abatello, 55 North Front Street, Steelton, PA 17113

Ms. Abatello made the statement that you hired someone who didn't go through an interview process because Pennsylvania is an at-will state.

COUNCIL CONCERNS:

Councilwoman House: She stated that when she first started on Council she worked with Doug Brown and he was an impeccable worker. She said today that was the only choice she had because they did not give her three candidates. Council only gave her 1. She said she knows Todd Lawson and knows his background and that he is definitely qualified and there is probably other candidates out there as well, but today she could only vote on Doug Brown. She said she was not going to vote no on Mr. Brown because she worked well with him. Councilwoman asked that there be someone designated to contact those Council persons missing at meeting to update them.

Councilwoman House asked Officer Minium how long he has been on the Steelton Police Department. He answered since 2004.

Councilwoman House stated that she believes some of the problems with the Borough Manager were caused by Council. She stated that all Council members are elected by the Borough and not one Council member runs the Borough.

Councilman Shaver: He stated that he received a call from Chief Vance who was asking the question about voting at the Firehouse during the General Election because of the firehouse improvement project. He said there were discussions with Ms. Gellatly and he wasn't sure were to go with this question. He suggested that someone reach out to the Bureau of Elections to see if there were discussions on moving this polling place.

Also in regard to the firehouse improvement project, he asked Councilman Proctor if he knew when the Hull and Associates brownfield clean up would start. Councilman Proctor stated that he believe it was turned over to the Steelton Economic Development Corporation to meet before the project could get started. Councilman Shaver said he would reach out to Hull and Associates to see what date they would be starting. The Firehouse wanted to do another Chicken BBQ.

Councilman Proctor: He requested of Mr. Wion a resolution to remove the special purpose parking permit sign at 309 Lincoln Street. Mr. Proctor said the resident passed away several years ago. The adjacent home is 319 Lincoln Street. Mr. Wion stated that he would have the Police do a study.

Councilman Albert: Nothing

Councilwoman Marcinko: Nothing

Mr. Wion: Nothing

Ms. Paul: Nothing

Councilman Proctor made a motion to adjourn at 7:20 p.m., seconded by Councilman Shaver. Motion carried unanimously.

Respectfully submitted:

Rose Paul
Assistant Secretary/Treasurer

Borough of Steelton
Council Agenda
Monday, September 21, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

There were no executive sessions held between meetings: Mr. Wion

Approval of minutes of previous meetings as presented:

June 1, 2015

June 15, 2015

September 8, 2015

September 14, 2015

Approval of Department Reports:

Fire Department and Ambulance

Police Department

NEDC Committee

Public Works Report

Code Department

Mayor's Report

Assistant Secretary/Treasurers Report

Public Comment on Agenda Items Only

Presentation:

Marcus Millberry

Community Networking Resources
Repaving of Street

Communication:

None

Unfinished Business:

None

New Business:

Mr. Wion

Appointment of chief Administrative
Officer Rosemarie Paul

Rosemarie Paul	Certification of Police Pension MMO for 2016 Certification of Non-Uniform Pension MMO for 2016
Mr. Wion	Resolution appointing Borough Manager
Mr. Wion	Resolution appointing Secretary Treasurer
Mr. Wion	Landowner-Grantee Agreement for Brownfield Project
Mr. Wion	Resolution Authorizing Mid Penn Bank resolution
Mr. Wion/Councilman Proctor	Discussion and update on the 2012 CDBG funds
President Jeffrey Wright	Resignation Letter-Director of Codes Enforcement- Willis Shrauder
Tom Werner	Request for relief on sewer portion of water bill for Miller Pipelines located at 250 W. Franklin St.

Audience Participation

Council Concerns

Executive Session

Other Business

Adjournment

Steelton Borough Council
Monday, September 21, 2015

Present:

Jeffrey L. Wright, President
Maria Romano Marcinko, Vice President
Michael Albert, Pro Tem
Mary Jo Szada (entered at 6:35 p.m.)
Stephen J. Shaver
Denae House
Brian Proctor

Mayor Thomas Acri
David Wion, Solicitor
Anthony Minium, Officer in Charge, Steelton PD
Eugene Vance, Assistant Fire Chief
Rose Paul, Assistant Secretary/Treasurer

CALL MEETING TO ORDER:

The regular monthly meeting of the Steelton Borough Council was brought to order by Council President Jeffery Wright at 6:30 p.m., followed by the Pledge of Allegiance and Moment of Silence led by Mayor Thomas Acri.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS: None

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

A motion was made by Councilman Proctor, seconded by Councilman Albert to accept the minutes of the June 1, 2015; June 15, 2015; September 8, 2015; and September 14, 2015 (Special Meeting) meetings as presented. Motion carried unanimously.

APPROVAL OF DEPARTMENT REPORTS:

Council President Wright stated at this time he was going to read the Department reports and if any Chairperson or Department Head would like to address any issues they can do so.

NEDC - Councilman Proctor gave a report on the 2012 CDBG grant funds. Councilman Proctor stated that we were informed by a former employee and Mr. Musser and Mr. Conner, Dauphin County Community and Economic Development at a previous meeting that all of the projects concerning the field house and the bollard replacement were ready to go out for bid. Councilman Proctor stated unfortunately, that was not the case. Councilman Proctor stated that we do not have enough time to tear down the field house in the time required due to some testing requirements. The soonest that we could have bids in is October 9, 2015 and we have to have the money spent by October 31, 2015. Councilman Proctor is proposing that we put the money in the 2016 budget to tear down the field house and replace it and apply for a gaming grant for reimbursement. Councilman Proctor also proposed that we get HRG to get the bids for the bollard project out immediately.

Mr. Wion asked if we were going to allocate any of the money that had been allocated to the midget ball field house project which cannot be completed and ask the County to allocate the money to the bollard project if they can. Councilman Proctor stated that all funds will go to the bollard projects. Councilman Proctor stated that we will need to do a new agreement which will not be a problem according to Mr. Connor. Mr. Wion pointed out that this topic was listed under New Business on the agenda and it appeared that Councilman Proctor was handling that business at this time as part of the NEDC report.

Councilwoman House proposed that some of the funds be allocated to the Youth Program - Steelton Youth in Action. Councilman Proctor stated that is not what the project is for. The project is to take down a building which is a blighted property and since that property is actually on Borough owned ground, CDBG funds can be used to tear down that building. Councilwoman House asked where were the CDBG funds originally allocated for. Councilman Proctor stated that \$18,000 was for the midget field house and approximately \$40,000 for the bollard project. Mr. Wion stated that the amount for beautification, which is the bollard project, was \$39,942 and it appeared from the engineers that it would be a little more than that anyhow so we will need some of the \$18,000 that was initially scheduled for the midget field house teardown reallocated and that is included in the motion as he understood it.

Mr. Wion reported that there were additional problems discovered fairly recently regarding the field house in that it contains asbestos which requires a specific asbestos firm to be brought in to designate what is really involved with the asbestos and testing of it before the Borough can even go out to bid, which again complicated the time situation.

A motion was made by Councilman Proctor, seconded by Councilman Albert to reallocate the \$18,000 of 2012, CDBG money to the beautification project. Motion carried unanimously.

PUBLIC WORKS - Councilwoman Marcinko stated that several calls were received regarding the spring on Harrisburg Street. Residents were worried that it could be a water main break or a leak of some type. Councilwoman Marcinko stated that the engineers and public works staff have done the required processes to determine the problem. Borough employees listened on all main valves and service lines and heard no breaks. Test holes were drilled where the water is surfacing and they also put out zone scans in the area overnight. No leaks or breaks were detected. Public Works will try to put dye in the sewer laterals to see if that could be the cause and will test the water for chlorine. If there is chlorine found in that water then there is a leak and if there is no chlorine then it is a natural spring and it will be dealt with during the Harrisburg Street project.

A motion was made by Councilman Albert, Seconded by Councilman Proctor to accept the department heads reports. Motion carried unanimously.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

- 1) Natasha Woods
181 South Front Street
Steelton, PA 17113

Ms. Woods stated that a previous meeting she asked if the CDBG money was taken care of and was told the Borough received an extension on that money. Councilman Proctor stated that the extension was until October 31, 2015. Ms. Woods stated she thought it was until the end of the

year. Councilman Proctor shared that since the money is so old they County could not extend it beyond October 31, 2015.

Ms. Woods wanted to offer her opinion for the record in appointing the new Borough Manager. She feels that the process that the Council has taken to hire him was wrong. She felt that the position should be open. She stated that if we named him interim in the process she would be agreeable to that and let him apply. She feels that the way he was hired should be looked at and taken into consideration.

2) Emmual Powell
321 Lebanon Street
Steelton, PA 17113

Mr. Powell asked if the minutes that were just approved by Council if they would be posted for the public. Councilwoman Marcinko stated that as soon as the meeting concludes they will be posted on the website tonight. Mr. Powell stated he has no computer access. Councilwoman Marcinko stated he could go to the Borough Office and they would give him a copy.

3) Markis Millberry
stays at 349 Spruce Street
Steelton, PA 17113

Mr. Millberry asked who did the minutes that were just approved. Councilwoman Marcinko stated that it was announced at several meetings before that Councilwoman House and she volunteered to do the minutes. She also stated that from August 3, 2015 up until September 14, 2015, she has transcribed those minutes. Mr. Millberry asked Councilwoman Marcinko if she planned on doing the rest of the minutes and she responded, no. Councilwoman Marcinko said that as soon as the new Borough Manager comes on board he will decide on how the prospective minutes will be taken care of. Councilwoman Marcinko said that she and Councilwoman House will continue to do the backlog.

PRESENTATIONS:

Markis Millberry, 349 Spruce Street, Steelton, PA 17113, Apartment A

Mr. Millberry stated that back in April of 2014 a resident put in a Right to Know for Mike Musser's contract and when they received the information from Mike Musser's contract, it was a contract from 2008 and also 2009. He stated he was not sure if there were any updated contracts but the contract that "we" received were six years old. On top of that, back in 2011, Mike Musser got paid \$27,978.44 and in 2012 he got paid \$25,511.00 and the following year his pay increased to \$48,136.50. Mr. Millberry stated he was wondering if, was there any approval through Council as far as the 2012 and 2013 years, because his pay comes from \$25,000 to \$48,000.

Council President Wright stated we have the records. Councilwoman Marcinko asked Mr. Millberry if he was provided a copy of that contract. Mr. Millberry stated yes. She then asked him if he had a copy in front of him, and Mr. Millberry stated yes. She asked that Mr. Millberry to refer to the contract together with her. Mr. Millberry stated that the 2008 contract only states \$24,000. Councilwoman Marcinko asked Mr. Millberry to read along with her and refer to the terms of the Agreement. Mr. Millberry asked if he should look at 2008 or 2009. Councilwoman

Marcinko stated that the contract is renewable automatically every year. The Council in February of 2009 made an addendum to the contract that states it will be renewable every year until such time Council cancels it. Councilwoman Marcinko stated that the \$25,000 that Mr. Millberry referred to is for a six month period of time but the contract specifically states \$4,000 a month. Councilwoman Marcinko asked if the contract that he has in front of him was signed. Mr. Millberry said it was signed by Mike Musser and Jeff Wright. She then asked if that was the contract or the addendum. Mr. Millberry said it was signed in 2009. Councilwoman Marcinko said that the original contract was signed in 2008 by Michael J. Kovach, who was the President of Council, and it was witnessed by the Assistant Secretary Kathleen Handley, and Mr. Musser himself. Councilwoman Marcinko stated that the Independent Consultant agreement had several addendum to it for many years. She stated that one of the addendum was dated December 7, 2009 and states whereas by the agreement dated April 7, 2008, the Borough of Steelton and Consultant entered in an Independent Contractor Consultant agreement and the addenda dated February 17, 2009, and July 20, 2009 the aforesaid agreement was modified and extended and whereas the parties decided to amend the agreement of April 7, 2008 addenda of February 17, 2009, July 20, 2009 in order to extend the same. The agreement states compensation sub-paragraph of the addenda of February 17, 2009 and July 20, 2009, are amended in all other respects the agreement of April 7, 2008 and the addendum of February 17, 2009 shall remain in full force and effect between the parties in all aspects the agreement of April 7, 2008 and the addendum of February 17, 2009, shall remain in full effect of the parties. Councilwoman Marcinko stated that it was her understanding and asked for clarification from Mr. Wion, that this contract goes until such time that Council says it is cancelled it will continue.

Mr. Wion stated that either party can cancel within 90 days and what had happened was that there was an original term and then there was a short half year term to which Mr. Millberry has referred and then to get it off that cycle of 6 months there was another one that took the agreement to the end of that year and the final one simply said this will be a term just like it was in the beginning from April 7 to April 7 of each year and it will renew automatically unless notice is given in 90 days and the compensation as Councilwoman Marcinko had indicated that is in the agreement is the compensation that is paid. Mr. Millberry asked if we are paying him out of the water funds. Councilwoman Marcinko stated that the Borough has three revenue sources: general, water, and sewer and most of our employees are paid out of all three funds. Councilwoman Marcinko said Mr. Musser was not an employee but an independent contractor. Mr. Millberry stated that the paper he has indicates that Mr. Musser that was only paid out of the water fund. Councilwoman Marcinko asked that Mr. Millberry refer her to the correct page. Mr. Millberry asked Councilwoman Marcinko to refer to Page 6 of the water authority revenues. Councilwoman Marcinko stated that he is only referring to one portion of the budget. Councilwoman Marcinko explained that there are three revenue sources and that we might see expenses for one thing across all three sources. She explained that you would also see this in the budget in all three resources, water, sewer and general fund.

Councilman Shaver stated that the document that Mr. Millberry was referring to, which Mr. Millberry admitted he got through the Right to Know process is a budget worksheet and it is from the 2014 budget year. Councilman Shaver stated that it looks like the compensation was coming-out of the water fund. Councilwoman Marcinko invited Mr. Millberry to attend the Budget meetings to learn the process. Mr. Millberry's concern with Mr. Musser is that he has been employed by the Borough since 1992 as the Secretary as well as the Executive Director for the New Steelton project that was a complete failure. He said taxpayers are paying him a lot of money and when we ask questions as far as what Mike Musser does, we can't get an answer back from Council. Another concern that Mr. Millberry has is 2013 he funded 4 candidates cam-

paigns in Steelton. Councilwoman Marcinko stated that as far as what Mr. Musser does the engagement of consultant services is outlined in the agreement under Number 2, it outlines what he is required to do as a consultant and as far as front street being a failure that project is not a failure because the Borough is moving forward it just takes time. The Borough needed grant money and it stopped in 2008. The Borough had to do a Brownfield study just like they have to do an asbestos study or reclamation work for the baseball field, we could not do development on Front Street until that was done. Councilwoman Marcinko stated that Mr. Musser was at council meeting on September 8, 2015 and announced that there is a developer that is interested in the project. Councilwoman stated that we have grant money to do the cleanup and demolition. Councilwoman Marcinko stated that as far as Mr. Musser funding a political campaign, there are political action committees all across the state. She stated that Mr. Musser has many political action committees and they fund many candidates throughout Dauphin County from both parties and we as candidates pay for our own signs, buttons, and whatever but we don't have the resources to do mailers. Councilwoman Marcinko said we don't have lists and she said she certainly didn't have the time to put addresses on flyers or cards and we have the right to have him send that out and it is not a conflict. Mr. Millberry stated it should be conflict because we as taxpayers pay Mike Musser and then Mike Musser is funding your campaigns. Mr. Millberry stated that there are a lot of people who disagree with Mr. Musser and that he should not continue to have a grip of Steelton and the article back in 2006 regarding the New Steelton Project, the Mayor said that Mike Musser was the top dog in Steelton. Mr. Millberry stated that we all know that he funded all four of your campaigns since you all are on the Personnel Committee and you do the hiring. There is a conflict of interest in that Mr. Millberry stated. Councilwoman Marcinko stated that that is Mr. Millberry's opinion and she was not going to argue with him. She stated that he did not put money into our campaign. Councilwoman Marcinko said Mr. Musser mailed out our flyers. She further stated there is nothing illegal about that.

Mr. Millberry's other concern is with the streets; 4th Street and Walnut Street are tough streets to drive on and he was wondering if there was any type of grants or loose money where public works can repave both of those streets. Councilwoman Marcinko stated that when we prepare the budget in October if there is any money for paving, the Borough will pave the most needed streets first and it may not be 4th street and could be somewhere else.

Mr. Millberry questioned whether or not we have a list of things that Mr. Musser has done over the years as far as what type of grants he brought to the Borough. Councilwoman Marcinko stated that she could tell him what Mr. Musser did in the last six months. Councilwoman Marcinko stated that Mr. Musser accomplished the following tasks: CDBG- grant for disaster relief funds and assisted the Borough in obtaining \$2,533,000 over the last year. The funds are used for the following projects which assist the general fund, sewer and water fund. \$658,000 for sanitary sewer inspections, which is a sewer fund related project. \$745,000 for storm sewer cleaning, which is a general fund related project. \$575,000 for sewer grinder inspection project which is a sewer fund related project. \$555,000 for a standby generator at the water treatment plant which is a water project. Mr. Musser obtained \$180,000 and assisted Hull and Associates, and the Steelton Economic Development Corporation so that the funds were not lost and Hull and Associates can gain access to the property. Mr. Musser has been working with Councilman Proctor to insure that the \$59,000 in the 2012 CDBG funds are spent by October 31, 2015, and the fund won't be lost. Councilwoman Marcinko further stated that Mr. Musser is working with staff in developing the sewer and water budgets for 2016. Mr. Musser developed the information for the public for the Pine Street project, which was delayed. Mr. Musser helped the water department to develop and worked to achieve the goals in the consent order and release

with DEP and kept the fine as low as possible. Councilwoman Marcinko stated that she had a copy of the consent order and release that we completed all that was required of us. She further stated there were copies for everyone. Councilwoman Marcinko stated that he brought to the attention of Council issues that vendors were having with getting paid and he helped to get most of this cleared up. Mr. Musser is working with Water Authority Member Michael Segina on the Right to Know process for the water authority and how we are going to present that on the website. Mr. Musser worked to bring two possible developers to the table to take a hard look at developing the township project on Adams Street. Mr. Musser is working with Mr. Proctor, Chair of the NEDC Committee on that project. Mr. Musser worked with interested developers on the possible downtown development, the 8 acre site. Mr. Musser completed and submitted the CDBG applications this year for 2016 funds. Mr. Musser assisted our labor attorney with gathering data for our police negotiations. Mr. Musser has been discussing with further staff transition possibilities. Mr. Musser has provided input from the two previous public works directors for a long term solution to the turbidity problem at the water filtration plant. Councilwoman Marcinko said the problem has been found and now he will work on getting funding for the best possible solution. She further stated that Mr. Musser has worked with Mr. Proctor to try to get the improvements on the midget baseball field by placing it in the budget and looking for some grant funding options to get the costs cut. Mr. Musser works with the engineers on a daily basis for any potential projects. The last substantial project was the 9 million dollar East End Sewer Separation project which is required by the Federal EPA with no funding available. Mr. Musser negotiated the low cost loan for this project. Mr. Musser is currently working with Tetratoc to get Steelton in the CRS program to cut down on the flood insurance premiums for the Borough. Councilwoman Marcinko said you may not see this in the news but the flood plains needed to be identified. Councilwoman Marcinko said that these are just some of things he has done in the last year. Councilwoman Marcinko said she cannot go back and see what he did in prior years but if you match some of the projects to his contract he is obviously doing what is required in his contract.

Councilwoman House stated she wanted to see the part about the flood because that his one committee she is on and she did not know anything about a meeting. Councilwoman Marcinko stated that she did not say anything about a meeting. She was just announcing some of the things Mr. Musser has accomplished.

President Wright said that the Borough and the taxpayers pay Mr. Musser \$48,000. Mr. Musser has accumulated 2.5 million, \$180,000, \$59,000 and he is currently working on a 9 million dollar project to help assist the taxpayers. Mr. Millberry asked if there was contact information for Mike Musser. Councilwoman Marcinko said that Mr. Musser's company is Community Network Resources. She told Mr. Millberry he can look it up on the internet.

COMMUNICATIONS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Certification of Police and Non-Uniform Pension MMO's for 2016:

Mr. Wion stated that the Municipal Pension Plan Funding Plan and Recovery Act, which is Act 205 of 1984, requires that pension reports be prepared under the supervision and direction of the Chief Administrative Officer of a Municipality. The Borough previously by resolution designated the Borough Secretary as the Chief Administrative Officer of both the police pension and non-police pension plans of the Borough. However, the Minimum Municipal Obligation has to be determined before September 30, 2015 and reported to this Borough for acceptance before September 30, 2015. Obviously, our new Borough Secretary will not be on board until October 1, 2015 and as a result he had a resolution prepared to appoint a new Chief Administrative Officer. Resolution 2015-R-27 resolves that the Council appoints the Borough Assistant Secretary as Chief Administrative officer of its police and non-uniformed pension plans effective September 9, 2015. The resolution, 2015-R-27 will then enable Ms. Paul to make the MMO reports which are on the agenda. A motion was made by Councilman Albert, seconded by Ms. House to accept Resolution 2015-R-27. Motion carried unanimously.

Ms. Paul presented the certifications for the Police Pension and Non-Uniform Pension MMO's for 2016. Mr. Wion stated that each year the actuary for the Borough gives the Chief Administrative Officer of our pension plans the information necessary to compute the formula for the minimum municipal obligations. That is to say, there are certain amounts of money that we get from the State for Each pension plan and there are certain contributions made by each of the members of each plan. For example, the Police contribute a certain amount to their pension plan and the Borough gets a certain amount from the state. Those figures are all computed by Ms. Paul through the assistance of the actuary and the determination for the Police Minimum Municipal Obligation for the Borough, that is, the Borough's contribution for its for its Police pension for 2016 under the formula will be \$65,680.12 and that is certified by Ms. Paul as the Chief Administrative Officer of the Police Pension. Mr. Wion stated that it would be appropriate for Council to accept her certification in the amount of \$65,608.12 MMO. President Wright asked for any questions. Councilman Proctor asked if this had anything to do with the effect on the Police Contract Negotiations. Mr. Wion stated no. A motion was made by Councilman Albert, seconded by Councilman Shaver, to accept the certification for the Police Pension fund MMO. Motion carried unanimously.

Mr. Wion announced in the same fashion, the MMO for the non-uniformed pension plan, after the determination and application of the formula the Borough's share of the non-uniformed employees pension plan, will be \$137,911. Again this is the certification as provided by Ms. Paul as the Chief administrative Officer of the non-uniform pension plan. Councilman Albert made a motion to accept the certification of \$137,911 for the non-uniform pension plan, seconded by Ms. Marcinko. Motion carried unanimously. Councilwoman Marcinko wanted to make a comment on this subject. Councilwoman Marcinko stated that Mr. Proctor mention that some of us were in a meeting with Auditor General DePasquale and he did state that we were financially sound in our Pension MMO's. She also stated that the Auditor General stated that most municipalities in the state of Pennsylvania were not as well funded in their MMO's and it was an audit in the City of Scranton that brought him to the comments about Steelton Borough. The Auditor General stated it was in the City of Scranton where they found the opposite effect. Scranton's

minutes did not reflect what their pension funds showed and Steelton's was opposite, Steelton's pension funds were sound but we did not have the minutes to reflect that. Councilwoman Marcinko stated that in looking at these figures it has to be stated that \$65,680 is the lowest contribution that she has seen since 2009. She complimented Assistant Secretary Paul for the great job she is doing. President Wright stated that the Auditor General also said that being a Borough of less than 6000 residents, he only hope that every municipality in the state of Pennsylvania would follow Steelton financially in regard to the pension funds.

Resolution appointing Borough Manager:

Mr. Wion stated that at the September 14, 2015 meeting Council voted to appoint Douglas E. Brown as the Borough Manager and Secretary/Treasurer. In implementation of that directive, Resolution 2015-R-28, is the resolution which recognizes Ms. Gellatly's resignation effective September 9, 2015 and appoints Douglas E. Brown as the Borough Manager, effective October 1, 2015 and requires the appropriate bonding. That is resolution 2015-R-28 for the Council's consideration. President Wright asked for comments on the resolution. Councilwoman House asked why there were two resolutions. Mr. Wion answered by stating that they are two separate positions. He further stated one is the appointment of Borough Manager and the other is the appointment as Secretary/Treasurer and that way if the offices are split sometime in the future you could have Douglas remain as Borough Manager and have another person as Secretary/Treasurer, so two separate resolutions are needed. Councilwoman made a motion to accept Resolution 2015-R-28, seconded by Councilman Albert. Motion carried with one nay vote by Councilwoman House.

Resolution appointing a Borough Secretary/Treasurer:

Mr. Wion continued the discussion with presenting Resolution 2015-R-29 stating that Ms. Gellatly resigned as of September 9, 2015, as Borough Secretary/Treasurer and the Borough is appointing Douglas E. Brown as Secretary/Treasurer effective October 1, 2015, also requiring the giving of bond. President Wright asked for questions on the resolution. Councilwoman House stated that we did have some concerns from the community, citizens and taxpayers regarding this process. Since the Council had some time to rethink it and no one on Council here that it would be a better position for us to open this position and allow Mr. Brown to apply as well or even have him as an interim. President Wright asked if there was any comments from Council. Hearing no comments he asked for a motion. A motion was made by Councilwoman Szada, seconded by Councilwoman Marcinko to appoint Douglas E. Brown as Secretary/Treasurer October 1, 2015. Motion carried with one nay vote by Councilwoman House.

Landowner-Grantee Agreement for Brownfield Project:

Mr. Wion stated that Council may recall that previously Hull Associates announced that the Brownfield Project is moving forward. That was a grant that was received for the removal of underground storage tanks and remediation of the soil at 154, 140, and 120 North Front St. in the Borough. Ms. Allison, Hull Associates, indicated that initially the EPA determined that federally the Borough was not eligible for funding because it did not own all three of these properties. Particularly, 140 N. Front was owned by the Steelton Economic Development Corporation; however, through Hull Associates and Borough contacts with PA. DEP and because the Corporation, SEDC, had been created as an adjunct entity to assist the Steelton downtown development project, PA DEP determined that there was sufficient connection for funding. As part of the DEP's grant agreement Brownfield Program, they recognized that 140 No. Front St. property is owned by the SED Corporation and they require the corporation and the Borough to enter into a

Landowner-Grantee Agreement. In the Agreement the SEDC as the landowner agrees with the Borough of Steelton that the Borough may utilize that property for part of the project. As indicated before, by Councilwoman Marcinko there was a meeting of the SEDC last week and they entertained the Landowner-Grantee agreement and approved it. That agreement is now before Council for consideration and approval. A motion was made by Councilman Albert to approve the Landowner-Grantee Agreement, seconded by Councilman Shaver. Motion carried unanimously.

Mid-Penn Bank Resolution:

Mr. Wion stated that in as much as the Council will be having a new Secretary/Treasurer and Borough Manager, it is necessary that the Mid-Penn depository authorizations designating the Borough officers' authority to exercise the banking powers with Mid-Penn must be completed. Resolution 2015-R-30 is a resolution that authorizes the execution of the Resolution by Mid-Penn Bank which appoints designated Borough Officers with authority to exercise the powers indicated therein. Those Borough officers are Mr. Wright, as Council President; Douglas E. Brown, as Manager and Secretary/Treasurer, although his is not effective until October 1, 2015; Thomas F. Acri, Mayor; and Rose Marie Paul, the Assistant Secretary/Treasurer. That is Resolution 2015-R-30 for Council's consideration. A motion was made by Councilman Albert and seconded by Councilwoman Marcinko to accept and approve Resolution 2015-R-30. Motion carried unanimously.

Resignation Letter - Director, Codes Enforcement Officer - Willis Shrauder:

President Wright stated that Council has received a letter from Willis Shrauder, our Codes Officer. The letter stated that his last day of employment will be September 23, 2015. Councilman Albert made a motion, seconded by Councilwoman Denae House to accept Mr. Shrauder's resignation. Motion carried unanimously.

Request for relief on sewer portion of the water bill for Miller Pipeline, 250 W. Franklin St.:

Mr. Tom Werner presented to Council that in the beginning of August his company, Miller Pipeline received an invoice from the Borough for a water/sewer bill with excess usage of water. When they investigated they found that there was a water leak below ground. He stated that he was not here disputing the fact that they used a lot of water due to this leak but the bill is for \$2939.81 cents, of which the sewer portion is \$2,094.60 and he was asking for relief on the sewer side since the water never entered the sewer line but drained into the ground. Councilman Shaver stated to Mr. Werner that he understood his situation but unfortunately the way we are billed as the Borough of Steelton for our sewer is actually tied to the water consumption. Mr. Werner stated he understood. Mr. Werner questioned why the bills are separate. Councilman Shaver tried to explain how the billing works. Councilwoman Marcinko asked Mr. Werner to write a letter to the Council with what he believes would be a reasonable resolution would be to this issue. Mr. Werner said that he would do so.

AUDIENCE PARTICIPATION:

President Wright stated that if you are not a resident of the Borough of Steelton, you could not address this issue before Council unless you are a water customer and needed to address your sewer bill.

1) Mr. Charles Lawson, 401 Columbia St., Steelton, PA 17113

Mr. Lawson stated that he is a victim of cholecystitis caused by the water and sewer system of Steelton, which he has proof to verify that. What he is saying to Council since that is the only way he can speak to us is, what does Council plan to do now that there is evidence from Milton Hershey that the fact that whoever he was at the water authority is now under indictment for sitting at his house saying he was.... President Wright then stated that the Council was not going to entertain anything that deals with the Water Authority. President Wright stated that if Mr. Lawson has a claim he should bring to our attorney's in the form of a lawsuit. Councilwoman House stated that she is sorry that this has happened and she hoped that he would get everything straightened out. Mr. Lawson asked a question about the Steelton Police and could he address that not being a resident. President Wright again stated any issues that Mr. Lawson has or another resident has should be brought through their attorney's to the Borough. President Wright asked Mr. Lawson to have a seat if he did not have anything to address regarding his sewage. President Wright stated that Mr. Lawson has only presented accusations regarding Councilman Proctor and Councilwoman Szada that have nothing to do with the sewer so he should contact his attorney.

2) Renee Drayton Bowers, 504 Lincoln Street, Steelton, PA 17113

Ms. Bowers asked President Wright about the tapes from the minutes and did he take them from someone. President Wright stated, no. President Wright stated that it was discussed that there would be certain months of minutes that would not be transcribed by Council members. President Wright stated that several months ago this Council voted to have a third party transcribe the minutes. However, based on complaints of residents, Councilwoman House and Councilwoman Marcinko volunteered to do them. It was agreed on that those certain minutes would not be handled by members of Council. President Wright came to Borough Hall to take those minutes to the third party transcriber. President Wright stated that a Councilmember had those minutes and they were left with this Councilmember. Councilwoman House stated that she had every right to listen to those minutes just like any other Councilmember. She also stated that before those minutes went out, as they were very crucial to the community, she wanted to know where Borough Manager Gellatly's raises came from. Councilwoman House stated that she did have an opportunity to listen to the December 14, 2014 tapes and from what she understands her raises were approved either in a finance committee meeting or in a Personnel meeting and then they were put into the sewer budget.

Councilwoman Marcinko asked to clarify some of the statements. She stated that she received information from an outside source that there was an accusation on social media that she signed a document that authorized a raise for Ms. Gellatly. Councilwoman Marcinko stated that that was absolutely not true. She further stated that she contacted the Borough labor solicitor and President Wright and told them that she did not want to transcribe the minutes for those particular meetings. She further stated that she believed that was only fair since there was an accusation out there about Ms. Gellatly's raise. She further stated that she has not heard those tapes even though she did put all of the minute tapes in order for this project. She just felt it fair that a third party does those minutes. In November of 2014, as Chair of the Finance Committee, the Borough does the budget and included in those budgets they build the administrative raises for the following year into those figures, which depending on the position, could be put into the three separate revenue sources. We also have to put in the contract pay increases. The budget is given to the Council in November and it lays open for 30 days for the public to see and the public can come and comment on that budget. We approved those raises in the last meeting of December of 2014. They are not hidden anywhere. Ms. Gellatly's salary was paid from all three revenue funds, sewer, water and general fund because she did work in all

three. She did get raises but not as reported in the media. Councilwoman Marcinko stated she could report exactly what percent of raises Ms. Gellatly received. She received a 5% increase in 2013, when Mr. Conjar retired and the Borough did not fill the position. Public Works employees and Sara received increases. She received a 2% increase like all department heads did in January 2014 and in January of 2015, she got an 8% increase because at that point in time we hired a new Director, of Public Works and she was the supervisor of that position and her salary was brought in line with those duties. Those raises for everyone were discussed at all the budget meetings by the Finance Committee, was given to Council, voted on to lay that budget open to the public in November of 2014 for 30 days and then Council approved the entire budget at the last meeting in December of 2014 and implement Ms. Gellatly's and everyone else in January of 2015.

Ms. Drayton-Bowers spoke about her comments previously at a Council meeting regarding social media. Councilwoman Marcinko stated she remembered her comments. Ms. Drayton-Bowers brought up a text message that was to have been sent accidentally by Councilwoman Marcinko to an unknown party. Councilwoman Marcinko said that she did not know what Ms. Drayton was speaking about. Ms. Drayton Bowers stated that it was a text message about Markis Milberry and Mark Hall from TV 27. Councilwoman Marcinko stated that she could assure Ms. Drayton-Bowers that she never sent a text message about Mark Hall and that she would have to show her that text message and prove it came from her phone.

3) Kristen Tate-Hamm, 704 North Front Street, Steelton, PA 17113

Ms. Tate-Hamm stated that her husband applied for the highway laborer position about a month ago and she said she believe that it was stated that it would be filled at the September 8, 2015 meeting. President Wright stated that the filling of positions has been put on hold.

Ms. Tate-Hamm stated that with everything going on with the Borough Manager and the fact that she received a 2%, 5%, and an 8% raise, if you are hired to do a job and you don't do your job there is always room to be terminated, so she was wondering how she was given the option to resign rather than you just getting rid of her because it seems that she made a lot of money for not doing her job. Councilman Albert stated that in discussion in Executive Session we took the advice from our Council. Councilwoman House stated that what she did not understand is what would she be suing us for? Councilwoman House stated that we should be suing her and we should be trying to get back the \$13,000 that she spent for a bathroom upstairs because that shower head is not necessary. She stated that she doesn't have one of those in her house. Councilwoman House said for that to be done and not to be put out for bid when it was well over \$10,000 who okayed her to do that to that bathroom up there. Councilwoman House kept asking...why are we paying her?

Councilwoman House asked Mr. Wion, why would Sara Gellatly sue us? He answered that this matter was handled in a Personnel Executive Session and it will remain there and confidential legal advice will remain confidential legal advice. President Wright told Ms. Tate-Hamm that that is her answer.

Ms. Tate-Hamm stated that she thinks its funny that they come here for answers and then you get mad at them like we don't have the right to ask when you don't give us a valid answer. She stated she doesn't understand it. To her it is logical and it doesn't take rocket science to figure it out or to break it down and give it to us what it is but she stated she just doesn't understand. She said anyone else in the room that doesn't do their job you get written up, somebody should have been writing her up, somebody should have been calling her in and she commented she

wasn't going to say this but in 2012 when she went into Sara's office with a valid question and she told me to get the "f" out of her office because you all sat there and allowed her to do that and I brought it to you and when I came out of the office, you had the police chief, 3 other officers and every other lady that works in this building and not one other person did anything and all I did was ask her a question about a sign. When you allowed her to act like that you gave her permission to act like that for the remaining three years. She believes she should have been fired.

4) Markis Millberry, stays at 349 Spruce Street, Apartment A, Steelton, PA 17113

Mr. Millberry stated he just wanted to recap on a previous conversation with the old Borough Manager. He stated there were plenty of times when I came to Borough Council and addressed Sara's performance with her not being here, her not answering her phone calls, even I went to her office and she had her dog in her office and she was no where to be found. He said I waited a half an hour and she still didn't show up.

President Wright stated Borough Manager Sara Gellatly is no longer employed with the Borough, she is no longer employed with this Borough, so he asked please, if you are coming to the microphone we ask that you no longer discuss her. Mr. Millberry stated as a taxpayer who is still paying her that he has the right to discuss her performance. President Wright stated that Mr. Wion just stated that the issues surrounding Ms. Gellatly were discussed at an Executive Session and legal advice is still legal advice, so Council will no longer entertain discussion on Ms. Gellatly.

Mr. Millberry asked how we handle the overtime with the overtime because their budget is a little high for the size of the Borough. President Wright referred this to Mayor Acri. Mr. Millberry stated that back in 2010 Officer Frye made \$25,000 in overtime. Mayor Acri responded that Officer Frye has been gone a long while. Councilwoman Marcinko stated that it is just like when you go to court as far as Ms. Gellatly goes. Our attorneys told us we are not allowed to talk about personnel issues, so I am not talking about it. She further stated that Mr. Millberry did not know all the facts, Council did not know all the facts, and it was investigated and it is done. As far as overtime goes, the police are under a collective bargaining agreement with the Teamsters. There are many different facets of overtime. If they are called out or have to stay on a call beyond a shift, they must be paid a minimum amount of hours they must be paid. If they are overlapping their shift, the Borough must pay them a minimum amount of overtime. If they work 11 p.m. to 7 p.m. and must appear in court for the day, the Borough has to pay them overtime for all the hours they are there. She further stated that it is not like we hand out overtime like candy, they work it. She also stated there are times when there are call outs, police officers get sick they go on vacation, that is assigned by seniority, they call each officer and ask if you would like to work a double, would you like to come in early and each officer can say no and they go all the way down until an officer says yes. She stated that she cannot speak to Officer Frye's overtime but it is highly possible that other Officers said no and Officer Frye said yes. Mr. Millberry asked if the overtime is calculated through electronic monitoring or do they just write it in. Officer Minium answered it is written on a time sheet. Mr. Millberry said then it is possible that Officers can just write in their own time and be overpaid, as far as their overtime. Officer Minium stated that all time is tracked by the county through radio communications. He stated that Officers could write inaccurate information on time sheet but everything can be verified through the county.

5) Donald Bowers, Sr., 587 Lincoln Street, Steelton, PA 17113

Mr. Bowers stated that there was a resolution appointing a Borough Manager this evening and there was also a resolution appointing the Borough Secretary/Treasurer and wanted to clarify for himself in case he missed something. He wanted to know if Council appointed the same individual and would have both jobs. Mr. Bowers wanted to thank Councilman Albert for the article that was in the paper, you tried to explain what occurred and residents can read between the lines as to what was going on.

6) Emmual Powell, Jr. 321 Lebanon Street, Steelton, PA 17113

Mr. Powells question was whose money is used to pay the Borough employees. Councilman Shaver responded that it depends where the employee actually works. Councilman Shaver explained how there are three revenue funds and depending on what the employee is doing it could be paid out of multiple funds. Mr. Powell asked if it was still taxpayer money. He wants to know who pays the staff. President Wright stated that the residents of the Borough of Steelton pay taxpayers. Mr. Powell wanted to know why everything has to go through the solicitor when the residents pay him. President Wright stated that the Council refers to our solicitor all the time and he always only gives us his opinion. President Wright stated that in all of the years he has been on Council, Mr. Wion has never stated this is what I want you to do, but he only gives his legal advice about the matter.

COUNCIL CONCERNS:

Councilwoman Szada - She stated she will hold her concerns until another meeting.

Councilwoman House - Councilwoman House said she can wait until the other speak. President Wright stated he was giving her the floor right now. Councilwoman House stated she believed Councilman Proctor was next. President Wright stated he did not know why she was being disrespectful because he has done this all the time.

Councilman Proctor - Councilman Proctor stated that Mr. Lawson stated some things about him tonight that are totally untrue and if anyone else has any questions, Council is not answering any questions regarding that situation.

Councilman Shaver - Councilman Shaver announced that Fire Company is going to be having a chicken BBQ on October 10, 2015. He announced that the do sell tickets beforehand.

Councilman Albert - Councilman Albert reported the death of Rodney Brookin, one of the best basketball player from Steel-High and asked that we keep his family in our prayers.

Mayor Acri - nothing

Mr. Wion - nothing

Rose Paul - nothing

Officer in Charge Minium - nothing

Chief Vance - nothing

Vice President Marcinko - Councilwoman Marcinko announced that on the website today the agendas for the meetings 2012 through the present are uploaded on the website. The plan is

that in January the year 2012 will come off and 2016 will come up. As the minutes are updated they will be added to the website. In 2016 there will be one tab for agendas and minutes. You will click on the tab and see the agenda for that meeting and the minutes will be right behind them. She also reported there are no meeting minutes missing as well as no tapes minutes.

President Wright called for a motion to go into Executive Session at 8:04 p.m. The motion was made by Councilman Albert and seconded by Councilman Proctor. The motion carried unanimously.

President Wright reconvened the meeting and called for a motion to adjourn at 8:21 p.m. The motion was made by Councilman Proctor and seconded by Councilman Albert. Motion carried unanimously.

Respectfully submitted,

Rose Marie Paul
Assistant Secretary/Treasurer

FL*44161

Council Agenda
Monday October 5, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: September 21, 2015

Approval of minutes of previous meetings as presented:

October 6, 2014

November 17, 2014

December 15, 2014

Public Comment on Agenda Items Only

Presentation:

Communication:

Steelton-Highspire School District

Letter RE striking of School District Tax for S. 4th Street Property

Herbert, Rowland, and Grubic

Notice of Substantial Completion Certificate for Pump Station Sewage Grinder Improvements Project Contract No. 2015-01

Unfinished Business:

Herbert, Rowland, and Grubic

Update on Pine Street Project and Detour

New Business:

Herbert, Rowland, and Grubic

Monthly Engineering Report

Herbert, Rowland, and Grubic

Approval of Application for Payments No. 2 for Contract 2015-01 Pump Station Sewage Grinder Improvement in the amount of \$100,105.95.

Herbert, Rowland, and Grubic

Approval of Change Order No. 3 for Contract 2015-01
Pump Station Sewage Grinder Improvement.

Mr. Wion

Resolution establishing special purpose parking for
Samuel J.D. Harfield on S. 2nd Street.

Mr. Wion

Authorization to release funds in escrow for 103 Lincoln
St. in the amount of \$10,000.00.

Mr. Wion

Approval of signed Equal Employment clause for the
Municipal Traffic Services Agreement.

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues and potential litigation.

Other Business

Adjournment

Council Meeting Minutes
Monday October 5, 2015

Call Meeting to Order:

The meeting of Steelton Borough Council, held at the Borough Municipal Building, was called to order at 6:30 p.m. by Council President Jeffery Wright.

In Attendance:

Jeffery L. Wright – President
Maria Marcinko – Vice-President
Michael Albert – Pro Tem
Stephen Shaver – Councilperson
Brian Proctor - Councilperson
Mary Jo Szada - Councilperson
Denae House - Councilperson
Thomas F. Acri - Mayor

Pledge of Allegiance:

The Pledge of Allegiance was conducted by Council President Jeffery Wright.

Moment of Silence: Mayor Thomas F. Acri

Mayor Thomas Acri led a moment of silence honoring men and women in the armed forces and also honoring the beloved departed Steelton resident, Jack Carnes.

Executive Sessions held between meetings: None

President Wright announced there were no executive sessions held between council meetings.

Approval of minutes from previous meeting:

President Jeffery Wright asked for a motion to approve minutes for the following Council meetings:

October 6, 2014
November 17, 2014
December 15, 2014
September 21, 2015

A motion was made by Councilman Proctor, seconded by Councilman Shaver, and it was unanimously approved.

Public Comment on Agenda Items Only

Councilman Wright called for public comments on agenda items, only. He also notified attendees that agendas were available at the podium on the right side of the room. No members of the public commented on agenda items.

Presentation:

No presentations were made.

Communication:

Steelton-Highspire School District Letter Regarding Striking S. 4th Street Property from Tax Rolls

Upon presentation of the letter RE striking of School District Tax for S. 4th Street Property, President Wright questioned if this was the old school. Solicitor Dave Wion informed President Wright that this property is the playground on South 4th Street that the Borough requested to the Dauphin County Board of Assessment Appeals to be tax exempt because it is used for a public purpose. However, the school district had already assessed a tax prior to that exemption so the Borough requested that the school district eliminate the tax for 2014-2015, the school tax. The School District wrote a letter to the Dauphin County Board of Assessment Appeals requesting them to strike that tax.

President Wright thanked Mr. Wion for his explanation. President Wright stated that we have communication from Herbert, Rowland, and Grubic (HRG).

Herbert, Rowland, and Grubic

Notice of Substantial Completion Certificate for Pump Station Sewage Grinder Improvements Project Contract No. 2015-01

Mr. Matt Cichy from HRG explained the communication to Council. Mr. Cichy first shared an update on the Pine Street project. The detour between Harrisburg Street and Orchard Drive went into effect October 5, 2015, and is scheduled to be completed over the next two months. Detour signs are posted directing traffic to Swatara Street and down to State Route 230 to get around the work area. They are working with the contractor to field questions from residents about any issues that arise as the work is being done around their properties and will continue to do so as questions continue.

The work done on October 5, 2015, was saw cutting. The contractor will be proceeding with water line installation beginning at Harrisburg Street. The area between Harrisburg Street and Reading Street will be closed off primarily due to that work. The contractor will be submitting a two week look-ahead schedule to identify upcoming work. They have not yet received that schedule.

President Wright recognized that Mr. Cichy was referring to the update on the Pine Street Project, but at this time the President asked about the Pump Station Sewage Grinder Improvements Project.

Mr. Cichy noted that the Pump Station Sewage Grinder Improvements Project reached substantial completion. Inspection has been done. A punch list has been created and distributed to the contractor to identify outstanding items. Mr. Cichy noted that there were action items on the members' agendas for the project. The approval of payment application #2 for the contract in the amount of \$100,105.95. Mr. Cichy reminded Council that this project is paid fully from a Dauphin County Disaster Recovery Grant.

President Wright entertained a motion to approve Payment Application #2 in the amount of \$100,105.95. A motion was made by Councilman Proctor, and seconded by Councilman Albert. The motion was passed unanimously.

Mr. Cichy then brought up Change Order No. 3 for Contract 2015-01 Pump Station Sewage Grinder Improvement project. This is improvements for interior lighting needed at the Trewick pump station. This change order is for an increase in cost. The increase is \$1,348.00.

President Wright asked for a motion to approve Change Order No. 3 in the amount of \$1,348.00. A motion was made by Councilman Proctor, and seconded by Councilman Albert. The motion was passed unanimously.

President Wright informed Council that the discussion on the Pine Street Project and the approval of application for payments No. 2 and Change Order No. 3 were all under Unfished and New Business Items on the Agenda.

Mr. Cichy also discussed the Sanitary and Storm Sewer Inspection and Cleaning Project. Mr. Cichy indicated that 42 storm inlets were cleaned out. The contents of the property were disposed of through a subcontractor. The inspection of the storm sewer and sanitary sewer manholes has continued. However, with the Pine Street project started, completion of the inspections of the manholes on Front Street will be delayed until there is a break in the action or the traffic detour is removed. The reasoning being, they do not want to impact traffic at two sections of the Borough.

Mr. Cichy also indicated that the final walkthrough for the Mohn Street Park Project will occur on Wednesday October 7, 2015, at 9 a.m.

Councilman Shaver asked Mr. Cichy if he could place the storm sewer basin which sits in North Second and Adams Street on his list for work. Mr. Shaver noted that it will need substantial work. He realized that it is a cleanout project, but the basin at this location has settled significantly. Mr. Shaver recognized Mr. Cichy's statement that it makes sense to tackle that when the cleaning project is finished, but cautioned that he keep an eye on that basin as winter approaches. Mr. Shaver wants to make sure there are no incidents there. He requested Mr. Cichy put that item in his notes and pass it on to Mr. Josh Fox at HRG, Inc.

Councilperson Marcinko brought up the storm sewer basin at Second and Lincoln Streets because there have been problems at that location especially in the winter. Mr. Cichy clarified that would be Second and Lincoln Streets and Second and Adams Streets.

Ms. Marcinko commented that if Mr. Fox or Mr. Cichy get a schedule for upcoming daily work on Pine Street, Borough Manager Brown can have the Public Works Department notify residents who may have issues accessing their homes due to future work 24 hours in advance.

Mayor Acri asked Mr. Cichy what happened to the project on Third Street and Blueberry Alley to replace the wastewater line from the top of the hill to the bottom. Mr. Shaver noted that is tied into the project trying to find where the storm sewer is above South Third Street. Ms. Marcinko said they had located that storm sewer and we are now pursuing funding for the Third Street and Blueberry Alley Project.

Mayor Acri asked Manager Brown to make a note of the Third Street and Blueberry Alley Project and update Council on its status.

Mr. Wion noted he has been working with HRG over the past few weeks on the Ballard Replacement Project. Notice of bids occurred two separate times in the Harrisburg Patriot-News. The bidding is supposed to be closed next Monday, October 12th. At that time, Mr. Wion recommended that Council authorize HRG and the Borough Manager to determine the lowest responsible bidder and notify them of the intent to award the contract. This way, the Borough will have all of the documents necessary before it at the October 19th meeting in order to begin work on the project and meet the deadlines outlined in the CDBG agreement. Mr. Wion requested Council consider a motion to authorize HRG and the Borough Manager to give notice of the intent to award that contract to the lowest responsible bidder.

Councilman Shaver motioned to authorize the Borough Manager and HRG to determine the lowest responsible bidder and notify them of the intent to award the contract for replacement of bollards on Front Street; Councilman Albert seconded. Council voted unanimously to approve this motion.

Mr. Cichy indicated that he had paperwork regarding the aforementioned items. President Wright asked that Mr. Cichy give them to Mr. Wion prior to Mr. Wright signing the documents.

Unfinished Business:

Mr. Cichy discussed the update on Pine Street reserved under "Unfinished Business" previously in the meeting under "Communication."

Mr. Cichy discussed the Engineer's Report reserved under "Unfinished Business" previously in the meeting under "Communication,"

Mr. Cichy discussed the Approval of Application for Payments No. 2 for Contract 2015-01 Pump Station Sewage Grinder

Improvement in the amount of \$100,105.95 reserved under “Unfinished Business” previously in the meeting under “Communication.” Council voted to approve Payment for Application No. 2 at that time.

Mr. Cichy presented Approval of Change Order No. 3 for Contract 2015-01 Pump Station Sewage Grinder Improvement reserved for “Unfinished Business” previously in the meeting under “Communication.” Council approved Change Order No. 3 at that time.

New Business:

Resolution 2015-R-31

President Wright brought up under “New Business” a Resolution establishing a special purpose parking spot for Mr. Samuel J.D. Harfield on 172 South Second Street and a small portion of 168 South Second Street.. Mr. Wion noted that having received an application for special purpose parking, the Steelton Police Department conducted a traffic study and determined that under the Borough’s formula, Mr. Harfield was eligible for a special purpose parking spot. Mr. Wion presented Resolution 2015-R-31 establishing special purpose parking for Mr. Harfield at 172 South Second Street. President Wright entertained a motion to approve Resolution 2015-R-31. **On a motion by Councilman Albert; Seconded by Councilperson Marcinko; Council voted unanimously to approve the resolution.**

Authorization to release funds in escrow for 103 Lincoln St. in the amount of \$10,000.00.

Mr. Wion explained that in May 2012 there was a fire at 103 Lincoln Street, a property owned by Olivia Arp and her husband who has since passed way. At that time, because of the nature of the loss, the insurance company paid her claim and, as required by the statute that deals with municipal certificates being required prior to the payment of lost damage, the insurance company looked at the loss and, pursuant to that statute, retained \$10,000 and paid it to the borough to hold in escrow. The purpose under the Act is if the borough had to expend any funds to take any action to board up the property, remove debris, etc, that money is held as available for the borough to be compensated for that kind of activity. In this case, no actions by the borough were taken. The house was not restored, but was sold. However, the \$10,000 remained in escrow. The borough searched its records and found it performed no work that required compensation from the escrow fund. As a result, Ms. Arp provided a letter requesting the borough to release the escrow funds. Mr. Wion recommended that Council authorize the return of escrow funds in the amount of \$10,000 to Ms. Arp. President Wright asked if anyone on Council had questions about the letter. Mr. Wright entertained a motion to release the escrow funds in the amount of \$10,000 to Ms. Arp. **On a motion by Councilman Proctor; Seconded by Councilman Albert; Council voted unanimously to release the funds.**

Approval of Non-Discrimination/Sexual Harassment Clause Exhibit for Municipal Traffic Services Agreement

Mr. Wion explained that a month ago Council approved the five-year Winter Services Agreement with the Commonwealth of Pennsylvania. The borough is paid a certain amount of money to clear the streets of snow for a term of five years. One of the exhibits is the state non-discrimination and sexual harassment clause where they indicate that you have to abide by non-discrimination and sexual harassment clauses. This includes contractors and sub-contractors. On September 28th, the borough received a notice from PennDOT that the Office of General Council had reviewed the Winter Services Agreements and would not accept them without a revised Non-Discrimination/Sexual Harassment Clause Exhibit. The Office of General Council had changed this language after the borough had already signed the Winter Services Agreement. The new exhibit is basically the same as the one before with three exceptions: the first requires an additional posting of the clause conspicuously where our employees frequent an area; the borough also must file two EEO forms that the EEO Commission puts out annually and must have subcontractors do the same; the borough and each of its subcontractors have an obligation to notify the Commonwealth of any violations of the EEO requirements. Mr. Wion indicated that in order to comply with the Commonwealth and execute the new exhibit Council should authorize President Wright to sign the revised Non-Discrimination/Sexual Harassment Clause Exhibit. **On a motion by Councilman Albert; seconded by Councilperson House; Council voted unanimously to authorize President Wright to sign the Non-Discrimination/Sexual Harassment Clause Exhibit.**

Audience Participation

Mr. Markis Millberry - 349 Spruce Street, Apartment A.

Mr. Millberry asked if there were any updates on the Moose building project and the State Store. Ms. Marcinko indicated that the Moose was bought by a doctors firm and they applied for an extension to open. They are working on getting the permits needed to open.

Mayor Acri added that the buyers of the Moose building are not sure if they want to demo the entire building or just demo the old part of the building and build around the newer portion. The last he heard was that their engineers were working on deciding what they would do regarding this issue.

Mr. Millberry also asked when the brownfield project across the street from Borough Hall would begin. Ms. Marcinko said that at the last meeting, Council signed an agreement with the Steelton Economic Development Corporation to allow Hull and Associates to go on the properties associated with the project. Manager Brown indicated that he talked with Hull earlier in the week and they are essentially ready to go to bid on the project. He will follow up regarding this project.

Mr. Millberry asked what the date is for replanting the dead trees along the Front Street Streetscape area. President Wright told Mr. Millberry that the project will most likely take place in the Spring. Mr. Wright also indicated that this cannot be a top priority for the Borough Manager since Mr. Brown just started. Ms. Marcinko noted that the trees are under warranty.

Mr. Emmuel Powell, Jr. – 321 Lebanon Street

Mr. Powell asked about how much progress the borough is making on the homes that burnt down on Second Street last year. He corrected that the houses he was referring to are located on Pine Street. Councilperson Marcinko stated that it is an issue between the insurance companies. Mr. Powell expressed concern that the remaining parts of the houses could fall in the middle of the street. President Wright asked that Public Works take a look at it. Councilperson Marcinko said that they have taped off the sidewalks, the issue is between insurance companies, and that Mr. Brown will have public works go take a second look to make sure things are safely taped off.

Ms. Natasha Woods – 181 South Front Street

Ms. Woods asked if there was an update on the positions that were open for Public Works, Codes, and an Assistant Borough Manager position. President Wright said there is a Personnel Committee meeting on Tuesday, October 6th where they will discuss the positions.

Ms. Woods asked what Mr. Brown's three to five top priorities for next year are as Borough Manager.

Mr. Brown stated his number one priority is that the Manager's Office is open, transparent, and responsive to residents in the borough. His second goal is to make sure the office is completely caught up on the administrative backlog from the previous three years. His third goal is to make sure the development project across the street becomes a reality. Mr. Brown stated he will do all he can to see the redevelopment across the street through to completion. However, his number one priority is establishing a Borough Manager's office that is open and transparent.

President Wright asked if there were any additional public comments.

Councilman Albert stated that he was glad to have Mr. Brown back. He informed the audience that he called Mr. Brown earlier in the day with a request and within two hours it was completed. He expressed appreciation. Mr. Albert stated that, "we have the right man for the job."

Council Concerns

Councilperson House

Councilperson House welcomed Mr. Brown back and said she knows he will do well with the community. Ms. House expressed her positive experience working with Mr. Brown previously. Ms. House updated the audience on the Steelton Youth in Action Program (SYIA) which has grown from 40 students last year to 100 students this year. The program even has student workers paid through a special program. There are 10 high school students on staff. They are hoping for a successful year. Ms. House thanked Officer Minium for requesting to come out and engage with the students because she feels that it is important.

Councilperson Szada – No remarks.

Councilman Proctor – No remarks.

Councilman Shaver – Mr. Shaver reminded Council that the Dauphin-Lebanon Boroughs Association will be having their meeting this month. If anyone is interested to please let Mr. Brown know. The meeting is on October 22nd at 6pm at the City Line Diner. Mr. Shaver also reminded Council about the county meeting regarding regionalization of police in Dauphin County.

Councilman Albert – Mr. Albert asked the Mayor when Trick or Treat Night will be. Mayor Acri said Dauphin County will be occurring on Thursday, October 29th. Mr. Albert also announced a Pumpkin Carving Contest at the Steelton Firehouse on October 26th from 6pm until 8pm.

Mayor Acri – Mr. Acri noted it is very important to attend the county meeting regarding police regionalization.

Manager Brown – Mr. Brown thanked everyone for their kind words. He stated he takes this position just as seriously as he did the first time. He takes the position with pride and responsibility and will work to live up the responsibilities of the position.

Officer Minium – Announced that Officer Kevin Martin was received a Top Gun Award from the Pennsylvania DUI Association for his dedicated DUI enforcement. This is the second time he has received the award. Officer Martin will receive the award on October 29th at the 36th Annual Pennsylvania DUI Association meeting in State College. Council and the audience applauded Officer Martin for his great work. Councilman Proctor asked that Officer Minium note the award in Officer Martin's personnel file. Councilperson Marcinko noted that the award is open to everyone in the state, including the state police, so it is a great achievement.

Councilperson Marcinko – Councilperson Marcinko asked if it was possible to have the carved pumpkins brought to Borough Hall after the carving contest to decorate the front of Borough Hall. Volunteers could hand out candy at Borough Hall that night. Ms. Marcinko welcomed Mr. Brown back and noted he's already getting things done. **Chief Vance** said he would supply the candy for distribution on Trick or Treat.

President Wright – Mr. Wright noted that there are a lot of priorities that Mr. Brown must address. He offered anything Council can do to help him in the position. Mr. Wright also noted we are getting ready to have the budget period start up. He thanked Department Heads for keeping their budgets down.

Request to Provide Letter of Intent to Participate in CDBG-National Disaster Resilience Competition Program

Mr. Wion brought up a letter from Dauphin County soliciting letters of intent to participate in the CDBG-NDRC Program. This program provides funds for eligible projects within the borough that would be on the CDBG-NDRC application. Because of the impact of flooding events on the borough, and the prevalence of those, During Phase III of the CDBG-NDRC program the borough will work with the county to ensure NDRC projects are implemented. It is a letter of support and intent that would go to the Dauphin County Deputy Director of Community and Economic Development on behalf of the county.

Mr. Shaver motions to sign the letter of intent to participate in the CDBG-NDRC Program. Seconded by Mr. Proctor; Council voted unanimously to approve the motion.

Executive Session

At 7:12pm President Wright called for a motion to enter into Executive Session to discuss personnel issues and potential litigation. On a motion by Mr. Albert; Seconded by Mr. Shaver, Council voted unanimously to enter Executive Session.

Other Business

Acceptance of Appraised Property Value

On a motion by Councilperson Szada, seconded by Councilman Proctor, Council voted unanimously to settle the real estate tax appeal of Steelton Walnut L.P. for a compromised fair market value as of August 1, 2013 of \$1,600,000 contingent upon the School District and County similar agreement.

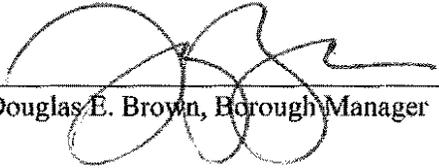
Review of Steelton Police Department by Susquehanna Township Public Safety Director Robert Martin

Councilperson Marcinko made a motion to allow Robert Martin to examine and analyze the Steelton Police Department on a pro-bono basis and provide recommendations regarding operations of the department. Councilman Shaver seconded the motion. Council approved the motion unanimously.

Adjournment

At 7:52 President Wright entertained a motion to adjourn. Councilperson Marcinko motioned to adjourn; seconded by Mr. Shaver. Council unanimously voted to adjourn.

Respectfully Submitted,



Douglas E. Brown, Borough Manager

Approved by Council by Unanimous Vote on October 19th, 2015

Council Agenda
Monday October 19, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: October 5, 2015

Approval of minutes of previous meetings as presented:
July 20, 2015

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change order as presented for: September 2015

Approval of Department Reports:

- Fire Department and Ambulance
- Police Department
- NEDC Committee
- Public Works Report
- Codes Department
- Mayor's Report
- Borough Manager's Report

Presentation:

Communication:

Herbert, Rowland, and Grubic, Inc.	Consulting Engineers' Annual Report for the Sewer System
Dauphin County Board of Assessment Appeals	Appeal Changes
Cathy McDonald, New Jerusalem AMEZ Church	Request to use lot across from municipal building for Church Flea Market on October 24 th , 7-5pm.
Xandria Roland and Fredrica Jackson	Thank you letter to EMS.
Dauphin County Industrial Development Authority	Notification of Gaming Grant Application Hearing

Herbert, Rowland, and Grubic, Inc.

Notice of Intent to Award Front Street Bollard Replacement Project Contract No. 2015-02.

Unfinished Business:

New Business

Doug Brown

Approval of Sub-recipient Agreement Between Dauphin County and Steelton Borough for Beautification Project

Mr. Wion

Award of Front Street Bollard Replacement Project Contract and Authorization of Execution of Agreement

Mr. Wion

Resolution 2015-R-____ Designating Douglas E. Brown as Open Records Officer for the Borough

Mr. Wion

Resolution 2015-R-____ Establishing Special Purpose Parking Zone for Jerome Davis

Mr. Wion

Resolution 2015-R-____ Establishing Special Purpose Parking Zone for Vessie Ortenzio

Mr. Wion

Resolution 2015-R-____ Establishing Special Purpose Parking for Mrs. Rose Sill

Mr. Wion

Resolution 2015-R-____ Establishing Special Purpose Parking for Mr. James A. Wilson

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues.

Other Business

Adjournment

Minutes of the Steelton Borough Council
October 19, 2015 Meeting

Call Meeting to Order:

The meeting of Steelton Borough Council, held at the Steelton Borough Municipal Building, was called to order at 6:30 pm by Council President Jeffery L. Wright.

Officials Present:

Jeffery L. Wright	President	
Maria Marcinko	Vice President	Arrived at 6:40pm
Michael Albert	Pro Tem	
Steven Shaver	Councilperson	
Mary Jo Szada	Councilperson	
Denae House	Councilperson	
Thomas F. Acri	Mayor	

Officials Absent:

Brian Proctor	Councilperson
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Others Present:

Douglas Brown	Borough Manager
Anthony Minium	Officer in Charge, Steelton Police Department
David Wion	Borough Solicitor

Pledge of Allegiance:

The Pledge of Allegiance was conducted by Council President Jeffery L. Wright

Moment of Silence:

Mayor Acri led a moment of silence.

Executive Sessions Held Between Meetings:

Councilman Wright announced that no Executive Sessions were conducted between Steelton Borough Council meetings.

Approval of Meeting Minutes:

Councilman Wright entertained a motion to approve the minutes as presented for the October 5, 2015 and July 20, 2015 Steelton Borough Council meetings. Councilman Shaver requested a revision to the July 20, 2015 minutes. Mr. Shaver stated that Council had gone back into session after Executive Session at that meeting and approved a motion to support the Jump Street organization's application for Local Share Grant Funding for their greenhouse project at the Steelton-Highspire School District. Councilman Wright asked Mr. Brown to make the revision to the July 20, 2015 minutes.

Councilman Albert made a motion to approve the October 5, 2015 meeting minutes and the July 20, 2015 meeting minutes with the previously noted revision. Councilperson House seconded the motion. Council voted unanimously to approve the motion.

Public Comment on Agenda Items:

Councilman Wright opened the floor to public comments on agenda items only. No members of the public offered comments.

Approval of Schedules of Billings, Requisitions, and Change Orders As Presented for September 2015:

Councilman Shaver motioned for approval of schedules of billings, requisitions, and change orders as presented for September 2015. Mr. Albert seconded the motion. Council voted unanimously to approve the schedules of billings, requisitions, and change orders as presented.

Approval of Department Reports:

Councilman Wright opened the floor to Council, the Mayor, and Borough staff present at the meeting to ask any questions or make comments about the Department Reports as presented to Council for approval.

Councilman Shaver provided an update on the Fire and EMS Committee meeting held prior to the council meeting. Mr. Shaver noted that the fire company requested clarification on start date of the firehouse improvements project. Since the project involves modifications to the parking to accommodate the installation of an emergency generator it is advantageous delay the start of the project until 2016. The fire company uses the parking lot to sell Christmas trees at the end of November through December and needs it to be available during those months. Mr. Shaver noted that the engineers working on the project have not confirmed a schedule for starting the project. Mr. Shaver stated that he will reach out to the engineer to discuss a schedule for starting the project.

Mr. Shaver also discussed the transfer of Fire, Police, and EMS radios from Dauphin County to the borough. Steelton Borough sent a letter to Dauphin County accepting the gifting of the radios so that county can transfer the radios to Steelton Borough. Mr. Shaver noted an action item required to ensure the costs of maintaining the radios can be covered by the Firemen's Relief Fund. Mr. Shaver requested a letter from the Borough officially transferring the radios over to the Firemen's Relief Association to allow the association to use its funds earmarked for maintenance of the radios.

Mr. Shaver made a motion to turn the radios over to the Steelton Fire Company. The motion was seconded by Councilman Albert. Council voted unanimously to turn the radios over to the Steelton Fire Company.

Solicitor Wion advised Council that the proper transfer of the radios will require a bill of sale. He clarified that the motion passed allows the radios to be conveyed to the Steelton Fire Department by virtue of a bill of sale. Council indicated that the previously approved item will be handled through a bill of sale.

Councilman Shaver then informed Council about communication issues between Dauphin County and the borough when the Steelton boat launch is used to access the Susquehanna River in emergency response situations. In the past, when there is an emergency that requires access to the river via the boat dock the Steelton Borough Police Department and Fire Company were notified. Mr. Shaver stated that an incident recently occurred that required access to the river using the Steelton boat launch but the Steelton Police Department and Fire Company were not notified.

Mr. Shaver asked that a letter be sent to the Dauphin County Emergency Management Agency requesting notification whenever the Steelton boat launch is being used to access the Susquehanna River during a

response to future incidents. It was determined that no motion or vote was needed to accomplish this item.

Mr. Shaver announced that the Steelton Fire Company will be participating in the Middletown Parade and the Paxtang Parade on October 27th.

Mr. Brown then presented the Borough Manager's report. Mr. Brown updated Council on progress regarding the 2016 Budget. Mr. Brown stated that the Finance Committee has met to review the proposed General Fund and Sewer Fund budgets and has a second meeting scheduled. Mr. Brown noted that a balanced budget will be presented in order to lay it open to the public for 30 days prior to approval in December.

Mayor Acri presented the Mayor's Report to Council. Mayor Acri reviewed the meeting between Dauphin County and municipalities outlining a police regionalization strategy. Mayor Acri emphasized that regionalization talks are very preliminary and nothing is committed to date. Dauphin County has placed police departments in operational groups for the purpose of identifying clusters of municipalities that are most compatible to regionalize. Steelton Borough Police Department is grouped with Royalton, Middletown, Lower Swatara, and Highspire. Mayor Acri discussed that cost breakdown provided by Dauphin County for projected costs of regionalization and informed Council that there will be a follow up meeting in the future.

Councilman Shaver brought up concerns about the potential startup costs of police regionalization that were not addressed in Dauphin County's plan. Councilman Shaver believes police consolidation is long overdue but is concerned that the startup costs have not been determined or addressed.

Mr. Shaver notified those in attendance that they can go to the Dauphin County website to review the county's regionalization presentation. He noted that there is a lot of information behind the presentation that is not readily available and there are still a number of questions that need to be answered regarding costs of consolidation; especially the startup costs.

Mayor Acri then discussed the borough-owned property at 24-26 Adams Street (the old funeral home) and a business owner that is interested in purchasing said property. The doctor's firm that purchased the Moose Building would like to buy 24-26 Adams Street for use as a parking lot for use by its patients. Councilman Wright referred the issue to the Neighborhood and Economic Development Committee which will provide a recommendation at the November 2nd council meeting.

Mr. Shaver made a motion to accept the Department Reports as presented to Council. Councilman Albert seconded the motion. Council voted unanimously to accept the Department Reports as presented.

Presentations: There were no presentations offered.

Communications:

Steelton Borough Council reviewed the following communications:

Herbert, Rowland, and Grubic, Inc. – Consulting Engineer's Annual Report for the Capital Region Water Sewer System

Councilman Wright reviewed the Consulting Engineer's Annual Report for the Capital Region Water Sewer System provided by Herbert, Rowland, and Grubic, Inc. Solicitor Wion clarified that the report is not for the Borough's system and asked that it be clarified in the meeting minutes. Mr. Brown provided a

Steelton Borough Council

Meeting Minutes

October 19, 2015

Page 3

brief overview of the report including the fact that Capital Region Water will be conducting a sewer rate study next year.

Dauphin County Board of Assessment Appeals – Changes in Assessments

Mr. Brown reviewed this communication with Council. He noted that these are the properties that have experienced a change in assessed values.

Dauphin County Industrial Development Authority – Notification of Gaming Grant Application Hearing

Mr. Brown informed Council that this communication informs the Borough of the date and time that it will present its application for 2016 Local Share Grant funding. The Steelton Fire Department has submitted an application for funding to assist with equipment purchases. The Borough has also submitted for funding to pay for repairs to the Blueberry Alley and Washington Street sewer line. Finally, the Borough is supporting the application of Jump Street to improve facilities for students at the Steelton-Highspire School District involved with their school to table produce program.

Cathy McDonald/New Jerusalem AME Church - Request to Use Borough Lot for Church Flea Market

New Jerusalem AME Church and Ms. McDonald sent a letter to the borough requesting use of the grass lot across from Borough Hall for a church flea market. Councilperson Marcinko made a motion to allow New Jerusalem AME Church to use the borough-owned lot on Front Street (across from Borough Hall) for a Church Flea Market on October 24th from 7am until 6pm. Councilperson Szada seconded the motion and Council voted unanimously to approve New Jerusalem AME Church's request to use the lot.

Xandria Roland and Frederica Jackson – Thank You Letter to Steelton Fire Company

Councilman Shaver noted that the letter was for the Steelton Fire Company as well as EMS. Mr. Shaver thanked the Fire Company for their response to Ms. Roland and Ms. Jackson's emergency. Ms. Roland and Ms. Jackson thanked the fire department for their response to an emergency incident.

Herbert, Rowland, and Grubic, Inc. – Notice of Intent to Award Front Street Bollard Replacement Contract Award No. 2015-2

HRG communicated their correspondence with Doug Lamb Construction, Inc. of their award of the contract for replacing bollards on Front Street. Solicitor Wion noted that Council previously authorized the opening of bidding for the project in order to meet CDBG funding deadlines. Council also gave permission for staff and engineer's to review the bids and send the notice of intent to the lowest responsible bidder. Due to the timeline of the bollard replacement project and CDBG funding eligibility the borough needed to expedite the bidding process. This communication announces the award to Doug Lamb Construction, Inc.

Unfinished Business:

Approval of Sub-recipient Agreement Between Dauphin County And Steelton Borough for the Beautification/Bollard Replacement Project

Mr. Brown explained that the agreement before Council is with Dauphin County for purposes of funding the bollard replacement project through the Community Development Block Grant (CDBG) program. This is a federal program administered by the county in which Steelton is a sub-recipient. In order to receive funding for the bollard replacement project, an agreement is necessary that outlines the conditions of the grant and the Borough's responsibilities.

Councilman Albert motioned to approve the sub-recipient grant agreement between Steelton Borough and Dauphin County for CDBG funding to pay for the beautification/bollard replacement project. Councilman Shaver seconded the motion. Council voted unanimously to approve the agreement.

Award of Front Street Bollard Replacement Contract to Doug Lamb Construction, Inc.

Solicitor Wion noted that Council previously approved reallocating 2012 CDBG funds to the bollard replacement project and consider the midget baseball field renovation project at another time. Pursuant to that authorization, Steelton Borough approached Dauphin County about the new sub-recipient agreement funding the bollard replacement project. The project was then placed out to bid with Doug Lamb Construction, Inc. providing the lowest responsible bid at \$48,400. Mr. Wion presented award of the contract and authorization to sign the contract before Council for consideration by motion and approval.

Councilperson House asked for clarification on the history of how funds were reallocated from the midget baseball field project to the bollard project. Mr. Wion reviewed the timing and funding issues with the midget baseball field project, which the borough will consider at a later date. Mr. Brown noted that he has been in communication with Dauphin County about additional funds that may be available to resume the midget baseball field project. Councilperson Marinko noted that there are also asbestos issues with the midget baseball field project that will increase cost and timeline.

Councilman Albert made a motion to approve awarding the contract for the bollard replacement project to Doug Lamb Construction, Inc. Councilman Shaver seconded the motion. Council voted unanimously to award the contract to Doug Lamb Construction, Inc.

Resolution 2015-R-32

Solicitor Wion reviewed Resolution 2015-R-32 with Council which designates Borough Manager Douglas E. Brown as the Open Records Officer for the Borough. Mr. Brown will replace Rosemarie Paul, Assistant Secretary Treasurer, as the Open Records Officer.

Councilperson Markinko made a motion to designate Douglas E. Brown as the Open Records Officer for the Borough of Steelton. Councilman Albert seconded the motion. Council voted unanimously to approve the motion.

Resolution 2015-R-33 Solicitor Wion reviewed the next three resolutions which all establish special purpose parking for residents that have requested such parking. The Steelton Police Department conducts a traffic study and verifies that residents meet the eligibility to be granted special purpose parking.

Councilman Albert motioned to approve Resolution 2015-R-33 establishing special purpose parking for Jerome Davis; Councilperson House seconded the motion. Council voted unanimously to approve Resolution 2015-R-33.

Resolution 2015-R-34

Councilman Shaver motioned to approve Resolution 2015-R-34 establishing special purpose parking for Vessie Ortenzio; Councilperson Marinko seconded the motion. Council voted unanimously to approve Resolution 2015-R-34

Resolution 2015-R-35

Councilman Albert motioned to approve Resolution 2015-R-35 establishing special purpose parking for Rose Will; Councilperson Marinko seconded the motion. Council voted unanimously to approve Resolution 2015-R-35.

Resolution 2015-R-36

Councilperson Marinko motioned to approve Resolution 2015-R-35 establishing special purpose parking for James A. Wilson; Councilman Albert seconded the motion. Council voted unanimously to approve Resolution 2015-R-36.

Audience Participation:

Councilman Wright opened the floor to the public to address Council with any concerns.

Mr. Howard Gray – 240 Cottage Hill Lane

Mr. Gray discussed the siren that is constantly running at the Arcelor Mittal steel plant. Mr. Gray noted that the siren is on an overhead crane carrying materials at the plant and rings throughout the day and night. Mr. Gray said he spoke with an assistant plant manager over the summer about his issue with the siren. Mr. Gray requested that the Arcelor Mittal Committee meet with someone at the plant to find out why they are constantly running the siren. He would also like to know who authorized running the siren and whether the steel mill is required to run it by a state or federal mandate. Mr. Gray would also like to know if there is an alternative to the alarm. He noted that they are in violation of the Borough's noise ordinance because they are running the alarm at all hours. Mr. Gray stated that he has a friend who cannot sell her house because of the noise created by the siren and has friends in Leimoyne that can hear it. Councilman Wright stated that Mr. Brown will reach out to Arcelor Mittal.

Councilperson Marcinko stated that we have had a similar issue with Durabond and their trucks in the past that was resolved. Ms. Marcinko stated that it is an OSHA requirement that the mill run the siren when they are moving product. Councilperson Marcinko noted that with Durabond, they lowered the level of their alarm during the quiet periods outlined in the Borough noise ordinance. She stated that the mill cannot turn off the alarm, however, because of OSHA rules.

Mr. Gray asked if we have a mechanism to reach out to the mill. Mayor Acri stated that the quarterly meeting with Arcelor Mittal is scheduled for November and the siren will be an item of discussion.

Council Concerns:

Councilman Albert reminded Council and the public about the 1st Annual Pumpkin Carve-Off at the firehouse. Mr. Albert thanked everyone that donated time and resources to the event.

Councilman Shaver brought up the renewal of the contract with Pinnacle Life Team, the Borough's contracted ambulance provider. Mr. Shaver also informed Council of staff changes at Pinnacle Life Team. The position that Mr. Shaver holds on the Pinnacle Life Team Board of Directors does not expire until the end of 2016 when Mr. Shaver will no longer be a Borough Council member. Mr. Shaver offered to resign from the Board and have Council replace him at the beginning of 2016. Councilman Wright asked that Mr. Brown note the issue for Council to consider after its reorganization meeting in January 2016.

Councilperson House thanked Officers Minium, Martin, and Thompson for coming to the Steelton Youth in Action (SYIA) Program to interact with the students. Ms. House noted how important it is to have the

police engaged with students and asked if there can be a Steelton police officer in the school. She is hoping Council and the Police Department can discuss having a Steelton Officer in the school as a resource officer.

Ms. House gave an update on the Steelton Youth in Action program and noted that SYIA staff will be volunteering at the Pumpkin Carve-Off. Councilman Wright asked that Mr. Brown bring the issue of a school resource officer to the Neighborhood and Economic Development Committee.

Mayor Acri stated that when Swatara Township started sending a resource officer to the Steelton-Highspire School District Steelton was included in the conversation. Steelton was not allowed to send an officer in because of it being in Swatara Township and a contractual issue with the union.

Councilperson House asked that we revisit the issue.

Officer Minium clarified the contractual reasons that Steelton cannot have a full-time resource officer in the Steelton-Highspire School District.

Mayor Acri thanked the Codes Office for their departmental report and noted that he has heard nothing but good comments about the current staff in the office.

Councilperson Marcinko reminded Council about the Dauphin-Lebanon Boroughs Association meeting. She also discussed her presentation to the Lower Swatara Township Board of Commissioners regarding the Steelton Community Cats Program. They are in the process of signing a contract with Steelton Community Cats to service the township.

Executive Session:

At 7:20 pm Steelton Borough Council entered Executive Session to discuss a personnel issue.

At 7:55 pm Steelton Borough Council returned to regular session.

Other Business:

Advertisement of Codes Officer Position

On a motion by Councilman Shaver; seconded by Councilperson Marcinko, Council members voted unanimously to authorize the advertising of a Codes Officer position.

Adjournment:

On a motion by Councilman Albert, seconded by Councilperson Szada, Steelton Borough Council voted unanimously to adjourn at 8:01 pm.

Respectfully Submitted:

Douglas E. Brown
Borough Manager

Minutes
Special Steelton Borough Council Meeting to
Review the 2016 General Fund and Sewer Fund Budgets
November 5, 2015

Present:

Council President Jeffery Wright
Council Vice President Maria Romano Marcinko
Councilman Stephen Shaver
Councilman Brian Proctor

Mayor Thomas Acri

Staff:

Douglas E. Brown, Borough Manager
Rosemarie Paul, Assistant Secretary-Treasurer

Call to Order

The November 5, 2015 special meeting of Steelton Borough Council was called to order by Council President Jeffrey Wright at 6:02 p.m.

Pledge of Allegiance

The Pledge of Allegiance and a moment of silence was led by Mayor Thomas F. Acri.

Executive Sessions Between Meetings

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

Approval of Minutes:

Mr. Wright entertained a motion to approve the minutes for the October 19, 2015 meeting of Steelton Borough Council. On a motion by Mr. Shaver, seconded by Ms. Marcinko, Council voted unanimously to approve the minutes for the October 19, 2015 meeting of Steelton Borough Council.

Audience Participation:

Mr. Wright opened the floor for public comments on agenda items only. No comments were offered by members of the public present at the meeting.

New Business:

Review of the Draft 2016 Steelton Borough General Fund and Sewer Fund Budgets and Authorization to Lay Budgets Out for Public Inspection

Mr. Brown clarified that at this meeting Council will consider laying out the draft 2016 General and Sewer Fund budgets for public inspection prior to their consideration and adoption at the December 7th council meeting. This public inspection period is required by the Borough Code. Mr. Brown reiterated that Borough Council is not adopting the budget this evening, but is

authorizing that the budget be laid out for the required public inspection period.

Mr. Brown thanked Rosemarie Paul, Assistant Secretary-Treasurer, for her many months of hard work getting the budget together including working with staff to ensure the numbers presented were as close to realistic as possible. Mr. Brown noted that having come into the budget process very late, Ms. Paul has been critical to preparing the budget that is presented before Council for review.

Mr. Brown started with an overview of the 2016 Draft General Fund Budget. He noted that this budget was considered and revised by the Steelton Borough Council Finance Committee at two separate meetings before being presented to full Council for review. The General Fund Budget before Council was formally recommended by the Finance Committee at their last meeting for Council's consideration.

Mr. Brown provided the following summary of the Draft 2016 General Fund Budget:

The 2016 Draft General Fund Budget is a \$4,021,097 balanced spending plan that includes no tax increases.

The major means to balancing the 2016 budget without a tax increase comes through cuts to certain departmental line items and reorganization of personnel including leaving certain positions vacant.

The budget represents a \$125,314 decrease in spending from the 2015 budget.

The 2016 Draft General Fund Budget decreases budgeted expenses compared to Fiscal Year 2015.

Reductions in expenses include:

- Holding one police patrol officer position vacant saving \$92,680 in personnel expense.
- Reorganizing the Highway and Sewer Departments to operate with lead employees saving \$70,000.
- Freezing major capital purchases from the General Fund for 2016.

Major cost drivers in the 2016 budget continue to be personnel related with all insurance and benefits increasing. Liability insurance has increased by 10 percent and medical insurance has increased 9 percent. Contractual wage increases for uniform employees and non-uniform employees are projected to increase by 2 percent in 2016.

Personnel assumptions in 2016 Draft General Fund Budget include:

- An allocation to fill one Police Chief vacancy.
- An allocation to fill one Codes Officer position.
- An allocation to replace one Highway Laborer vacancy.
- An allocation to hire one part-time administrative position at 20 hours per week.
- A freeze on hiring one new patrol officer (will be revisited after first quarter of 2015).
- A freeze on hiring one Public Works Director due to departmental restructuring.

The revenue package in the 2016 General Fund Budget totals \$4,021,097 and assumes revenues remain relatively flat compared to budget year 2015. With 2015 year-end actual revenue projected at

\$3,992,638, the total revenues assumed in the 2016 budget are increased by less than 1 percent over where the borough anticipates ending FY 2015.

Staff attempted to use historical averages of actual spending when possible to project a revenue estimate that they believe is realistic.

Mr. Brown further elaborated on the personnel changes planned for the Police Department noting that the Finance Committee recommended holding a meeting after the first quarter of 2016 to review the fiscal state of the General Fund and how the Police Department is performing with the vacancy left unfilled. At that point, the Borough can decide whether to fill the Chief position budgeted at \$80,000 or fill the patrol officer position.

Mr. Brown then asked Council for any questions regarding the 2016 Draft General Fund Budget.

Mr. Proctor asked about the decision to leave the police patrolman position vacant and asked for clarification. Mr. Brown stated that there is currently a vacancy in that position as well as for the Police Chief position. The Police Chief—the more expensive line item—was budgeted for as an expense in 2016 to be safe. After three months into 2016 we will assess which position the borough would like to fill. Currently, an officer-in-charge is acting in a leadership role in the Police Department and the arrangement is proving to be effective.

Ms. Marcinko followed by stating that if the borough fills the patrol officer position at this time Council will have to cut somewhere else. Because of this, the Finance Committee decided to wait three months into 2016 to analyze the budget picture and determine if the position can be filled. Ms. Marcinko clarified that it was not the decision of Officer-in-Charge Minium. Rather, Borough staff and the Finance Committee consulted with Officer Minium to see if the Police Department can do without another patrol officer until a decision is made in the first quarter of 2016. Ms. Marcinko also noted that there is the budgeted police chief position which has not been decided on yet. This leaves a buffer after the first quarter of 2016 to determine which position to fill. The Police Department has indicated that they have the coverage needed to continue adequate level of service without filling the patrol officer position.

Mr. Proctor stated that he still has questions about the decision on which he will follow up.

There were no further questions by council members regarding the Draft 2016 General Fund Budget as presented by Mr. Brown

Mr. Brown next presented the Draft 2016 Sewer Fund Budget and provided the following review:

The 2016 Draft Sewer Fund Budget totals \$2,094,519 and includes no sewer rate increases for next fiscal year.

Since 2012, the Sewer Fund continues to exhibit strong and consistent yearly revenues in the \$2 million range; this has allowed the Sewer Department to make capital purchases and perform capital improvements without the need to raise rates.

The 2016 Draft Sewer Fund Budget reflects similar increases in personnel expenses experienced by the General Fund. Insurance line items have increased including liability insurance increasing 10 percent and medical insurance increasing 9 percent. Contractual wage increases are projected to be at two percent for 2016.

Additional expenses budgeted in the 2016 Draft Sewer Fund Budget are:

- Installation of new mains at Bessemer and Mulberry Street - \$250,000.
- Increase in costs for supplies by \$15,000.
- New debt service for the 2015 General Obligation Bond - \$30,000.
- Replacement of a sewer truck and share of new dump truck - \$50,000.
- An allocation to fill one Sewer Laborer vacancy.

Personnel Assumptions in 2016 Draft Sewer Fund Budget include:

- Reorganizing the Sewer Department to operate with a lead sewer employee instead of Public Works Director (saves on Sewer Funds portion of expenses related to Public Works Director salary and benefits.)
- An allocation for the hire of one sewer laborer to replace the current vacancy.

The revenue package in the Sewer Fund Budget equals \$2,094, 519. This estimate is in line with the average year end actual revenues experienced from 2012 until present. Projected year-end actuals for 2015 are \$2,070,048. The major source of revenue, Sewer Rentals, is projected to increase 5 percent over the 2015 budget. This is based on anticipated year-end revenues for 2015 and is a 1 percent increase over 2015 year-end projections.

Staff attempted to use averages of actual spending when possible to project a revenue estimate that they believe is realistic.

Mr. Brown asked Council for any questions regarding the 2016 Draft Sewer Fund Budget. No questions were offered by Council.

Mr. Shaver made a motion that the proposed Draft 2016 General Fund and Sewer Fund budgets be made available for public inspection by the Borough Secretary for a period of at least ten days prior to adoption; to advertise the notice that the proposed budget is available for inspection according to the law; to advertise the budget ordinance prior to adoption as required by law; and to authorize the solicitor to advertise the tax ordinance according to law. Ms. Marcinko seconded the motion. Council voted unanimously to approve the motion.

Ms. Marcinko asked if Council needs to recommend that Mr. Wion (Borough Solicitor) prepare an ordinance regarding the two percent salary increases for non-uniform and non-represented employees. Mr. Brown replied that he is currently working with Mr. Wion to prepare all housekeeping ordinances and resolutions that need to be passed as part of the budget.

Authorization to Enter Talks with the Dauphin County Redevelopment Authority for the Purposes of Selling 24-26 Adams Street

Mr. Wright brought up the recommendation by the Steelton Borough Council Neighborhood and Economic Development Committee to sell the borough-owned property located at 24-26 Adams Street to the Dauphin County Redevelopment Authority for purposes of conveying the property to a new business that would like to use it for auxiliary parking. Mr. Shaver made a motion to enter discussions with the Dauphin County Redevelopment Authority regarding selling the property to the Redevelopment Authority. The motion was seconded by Mr. Proctor. Council voted unanimously to approve the motion.

Public Comment:

Mr. Wright opened the floor for the public to comment on any issues of concern.

Ms. Natasha Woods – 181 South Front Street

Ms. Woods asked for clarification about the additional fee levied in 2015 to pay for projects on Pine and Harrisburg Street for debt service related to the project, and, if residents will still be required to pay the fee. Mr. Shaver indicated that the fee is in place for at least five years.

Ms. Woods asked what the rate of the charge is. Ms. Paul stated that the charge is 2 percent.

Mr. Markis Millberry – 349 Spruce Street

Mr. Millberry asked if there is a budget section for the Codes Department that budgets for replacement of the Codes Officer. Mr. Brown replied that there is money budgeted for a department head/Codes Officer in the 2016 budget. Mr. Brown noted that replacing their position is a priority.

Mr. Millberry asked when the Codes Officer position will be available.

Mr. Brown replied that November 6th is the last day for resumes and applications to be received. An interview process and selection of a candidate will take place after that.

Mr. Millberry asked about the status of the Highway Laborer position. Mr. Millberry stated that a friend had interviewed for the position and still did not hear back about the job. Mr. Brown asked when the friend had interviewed with the borough. Mr. Millberry replied that it was before Ms. Gellatly had left the Borough Manager position.

Mr. Wright noted that the position has been reopened for applications and resumes are to be submitted again. Mr. Brown indicated that he is working on sending letters to previously interviewed candidates to inform them of the status of the position, but had not done so yet. Mr. Brown will follow up and submit notification letters to previous applicants inviting them to reapply for the position. Mr. Wright emphasized that Council will not fill the laborer position until previous applicants have a chance to respond and resubmit applications and resumes.

Council Concerns:

Mr. Brown – Mr. Brown thanked Ms. Paul and the Finance Committee for their hard work in getting the budgets ready.

Mr. Shaver – Mr. Shaver thanked staff for putting the budgets together in a manner that was easy to work through. Mr. Shaver also thanked Mr. Musser (Borough Consultant) for assisting in putting the budgets together while the borough was without a manager.

Mayor Acri – Mayor Acri thanked staff for their hard work on the budgets.

Ms. Marcinko – Ms. Marcinko thanked Ms. Paul and Mr. Brown for their work on the budgets. She also thanked department heads and staff for holding the line on spending and finding cuts in the 2016 budgets to reduce spending.

Ms. Marinko noted that the November 2nd meeting was the first time in a while that their agenda

packets were complete and sent to them. She noted her disappointment in the fact that there were not enough council members present at the previous meeting to constitute a quorum.

Mr. Wright – Mr. Wright thanked the public for showing up to the meeting. He also thanked Mr. Brown and staff for stepping up in a rough time and putting together a solid budget. Mr. Wright asked that the people in the audience let other residents know that this budget has no tax increases. Mr. Wright congratulated the newly-elected Steelton Borough Council members.

Adjournment:

On a motion by Mr. Shaver, seconded by Mr. Proctor, Council voted unanimously to adjourn at 6:24pm.

Council Agenda
Monday November 16, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: Minutes of November 5th Special Budget Meeting

Approval of minutes of previous meetings as presented:
Minutes of May 18, 2015 Meeting

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change order as presented for: October 2015

Approval of Department Reports:

Fire Department and Ambulance
Police Department
NEDC Committee
Public Works Report
Codes Department
Mayor's Report
Borough Manager's Report

Presentation:

Herbert, Rowland, and Grubic, Inc.

Monthly Engineer's Report

Herbert, Rowland, and Grubic, Inc.

Contractor Request to Extend Closure and Detour on Pine Street From November 20 Until November 25th

Communication:

Steelton Fire Department

2016 Steelton Firehouse Truck Fundraising Drive

Mr. Nathan Turbyfill

Request for Approval on Bid for Repository Property # 57-022-001

Capital Region Council of Governments

Save the Date – 2016 CapCOG Annual Dinner and Reorganization Meeting

Anti-Defamation League

Guidance on Religious Displays by Municipalities During Holidays

Dauphin County Conservation District

Dirt, Gravel, and Low Volume Road Maintenance Program Updates

Dauphin County Emergency Management Agency

Adoption of the Update to the Dauphin County-Wide All-Hazard Mitigation Plan

Steelton Borough Manager

Follow-up Letter to Dauphin County Emergency Management Agency RE: Notification When Using Steelton Boat Launch to Access River

Herbert, Rowland, and Grubic, Inc.

Cost Estimate for Steelton Midget Baseball Field Improvements Project

Unfinished Business:

Mr. Wion

Resolution 2015-R-____ Appointing Independent Auditor for Fiscal Year 2015

Mr. Wion

Authorization for President Wright to sign Trewick Pump Station DEP Floodplain Management Permit No. E22-616 and the Acknowledgement of Appraisal of Permit Conditions

New Business:

Mr. Markis Millberry

Request for Appointment to Zoning Hearing Board

Mr. Wion

Approval of Repository Offer by Ms. Gisela Lopez for 212 Ridge Street

Mr. Wion

Approval of Contract with Highspire Borough to Provide Interim Codes Services on As-Needed Basis

Doug Brown

Approval of Republic Services Trash Pickup Schedule for 2016

Mr. Wion

Approval of Humane League 2016 Municipal Domestic Animal Protective Service Agreement

Mr. Wion

Approval of Agreement for Services with Pinnacle Life Team to Provide EMS Services to Steelton Borough

Mayor Acri

Reminder About Christmas Tree Lighting Ceremony

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues.

Other Business

Mr. Doug Brown

Update on 305 Pine Street

Mr. Doug Brown

Update on Borough Grants

Adjournment

Minutes of the Steelton Borough Council Meeting
November 16, 2015

Call to Order:

The November 16, 2015, regularly scheduled Steelton Borough Council Meeting was called to order by President Jeffrey L. Wright at 6:30 PM, followed by the Pledge of Allegiance and Moment of Silence by Mayor Thomas F. Acri.

Present:

Jeffrey L. Wright, President
Steven J. Shaver, Councilman
Maria Marcinko, Councilperson
Michael Albert, Pro-Tem

Absent:

Denae House, Councilperson
Mary Jo Szada, Councilperson
Brian Proctor, Councilperson

Pledge of Allegiance:

The Pledge of Allegiance was led by Council President Jeffery L. Wright.

Moment of Silence:

A moment of silence was conducted by Mayor Thomas F. Acri.

Executive Sessions Held Between Meetings:

Councilman Wright announced that no Executive Sessions were held between Steelton Borough Council meetings.

Approval of minutes from previous meeting: November 5, 2015 Special Budget Meeting:

A motion was made by Councilman Shaver and seconded by Councilwoman Marcinko. Motion carried unanimously.

Approval of previous meetings as presented:

May 18, 2015

Councilman Shaver noted that the substance of the minutes was fine but asked that the Borough Secretary staff review meeting minutes for minor typographical errors.

A motion was made by Councilman Shaver and seconded by Councilman Albert. Motion carried unanimously to approve the minutes with revisions suggested by Mr. Shaver.

Public Comment on Agenda Items Only:

Councilman Wright opened the floor to the public for comments on agenda items only.

Councilman Wright recognized two individuals who were present to discuss water and sewage issues. Prior to them speaking, Councilman Wright noted that Council can only direct and influence motions related to sewage, not water. Further, the Water Authority oversees water related issues.

Mr. Javed Siddique representing Islamic Society of Greater Harrisburg on Second Street addressed Council. The issue they have come forward with is regarding their current bill for water and sewage which exceeds

\$25,000. Mr. Siddique stated that considering the organization is a non-profit, it is difficult to pay commercial sewer rates and requested any leniency that could be given to them. He referenced the note he sent to the Borough and mentioned that they had been charged as a four unit instead of a three unit. At the same time, they were also being charged as a commercial entity rather than a non-profit organization. They would like to see what concessions can be made.

Councilman Wright stated that Council would not discuss this issue during this meeting because Council had just received the information. Councilman Wright said that the information would be shared with the Borough Manager and the Board would take a look at it. Councilman Wright stated his understanding that the usage could be the question at hand.

Councilman Wright asked about any leakage. The resident shared that the leak was checked and since then there has not been any problems. It was during the three months that there was a problem with either the meter or something else. The Borough inspected again and determined that there was not a leak, therefore, the resident was not sure why the bill was the amount it was. He said that the bill for the quarter is typically \$9,500-\$10,000. This time it was \$25,000.

Councilman Wright noted that he understood the resident's concern and that Public Works and the Borough Manager would investigate the issue.

The resident thanked Council for the time they extended to him during the meeting to explain the issue.

No other residents came forward for public comment at this time.

Approval of Schedules of Billings, Requisitions and Change order as presented:

A motion was made by Councilman Shaver and seconded by Councilman Albert to accept the schedule of billings, requisitions and change orders as presented. Motion carried unanimously.

Approval of Department Reports:

Fire Department and Ambulance: None.

Police Department: Acting Police Chief Minium stated that as of November 19, 2015, at 9:30, Steelton Borough Police Department will be one of five departments in the County that will have Narcan available for use to assist in reviving victims of heroin overdoses. The Narcan will be stored in a secure location.

NEDC Committee:

Public Works Report: Councilman Shaver noticed with regards to the Wastewater Treatment Report Council received that there was a communication issue between the Swatara Township's Authority and Steelton Borough regarding an oil leak that would travel through the Borough's sewer system. On October 22nd there was a late notification with regards to an issue with an oil tank leaking in the basement of a home on Mohn Street. It appears that the incident happened on the 21st but we weren't notified until the 22nd. Councilman Shaver asked the Borough Manager to look into it and make sure we have some sort of mechanism in place whereby if they determine this then it is transported through our system to the Capitol Region Water System to get that to them quicker. On their end, there can be problems with the microorganisms that actually dispel the waste. Mr. Shaver stated that the borough needs to do what we can to make sure we receive the notifications sooner.

Councilman Wright asked Mr. Brown to look into this and report back to Councilman Shaver directly.

Codes Department: None.

Mayor's Report: None.

Borough Manager's Report: Mr. Brown shared the monthly financial reports for October 2015 showing that the General Fund sits at \$1.34 million. Mr. Brown indicated that the borough's General Fund is in decent shape till the end of the year, but that cash flow becomes very tight between the end of the fiscal year and the beginning of the next. Mr. Brown also noted that the Sewer Fund sits at just over \$3 million for the year.

Mr. Brown also noted that as of the November 5th Council meeting, the 2016 General and Sewer Fund Budgets are available in the borough office for any resident or citizen to inspect. Mr. Brown is now working with Mr. Wion on resolutions and housekeeping items that need to be completed before the end of the year.

Mr. Brown notified Council that the borough received final reimbursement from the state Department of Conservation and Natural Resources for the completion of the Mohn Street Park Project. Possibilities that DCNR outlined that improve even more of the Borough to get some community involvement at the park and create even more improvements.

Mr. Brown provided an update on the Right-to-Know process. He shared that we have been moving along with that and catching up on requests. The office processed around 20 requests since October 1, 2015. Mr. Brown indicated he has one that is outstanding but he spoke with the requester regarding the status. Further, everything is up to date.

Codes interviews will take place on Thursday.

Finally, the Gaming Grant Hearing will take place on Monday where we will be presenting an application to County for Local Share Funding to fund storm sewer repair.

Councilwoman Marcinko added that during the budget process when we decided not to fill the Public Works position, and we approached public works people with the new organization with the Lead Foremen, she talked to Mr. Cleckner and he indicated that they are pleased with Mr. Brown's direction. She indicated if anyone has a problem with Public Works, they can call into Mr. Brown or call the Public Works Garage. They have a lead foreman for highway, water distribution and sewer. The system seems to be working. Councilwoman Marcinko indicated she would be interested in hearing any feedback.

President Wright indicated that not filling some of these positions assisted with keeping us under the budget. Council did not have to raise taxes to fill these positions. Filling the positions could have led to a low increase in taxes.

Councilman Wright entertained a motion to approve Department Reports. Councilman Albert made a motion and was seconded by Councilwoman Marcinko. The motion carried unanimously.

Presentations:

Herbert, Rowland, and Grubic, Inc. Monthly Engineer's Report

Mr. Matt Cichy from HRG, Inc. presented Council with the Engineer's Report for the month of October. Mr. Cichy reviewed progress on the storm and sanitary sewer inspection and cleaning project. Over the past month, HRG has inspected around 200 storm and sanitary sewer locations and recently inspected the storm and sanitary sewer sites at the ArcelorMittal site. Mr. Cichy thanked Mr. Brown for helping secure access to the site. Mr. Cichy noted that there has been difficulty located all of the storm sewer manholes on the ArcelorMittal property.

Mr. Cichy then gave a review of the Pine Street/Harrisburg Street improvement project noting that new water lines have been installed along Pine Street from Harrisburg Street to Orchard Drive. The project also includes the installation of new fire hydrants. Work will be moving from the Pine and Harrisburg Street location down to towards Front Street in the coming days, according to Mr. Cichy.

Mr. Cichy noted that there are sections of water line replacements along the project area that will require an interruption in service for some residents. Herbert, Rowland, and Grubic, Inc. has been working with Borough staff to provide as much notification as possible to these residents before service is interrupted. Mr. Cichy further noted that because water service is interrupted for some residents, these residents will be subject to a boil water advisory once the water lines are reconnected. After the water in the reconnected lines is tested and the borough receives two consecutive samples that pass, residents with interrupted water service will be able to resume water usage as normal. Mr. Cichy estimated that the water interruptions will impact approximately five residences.

Ms. Marcinko asked Mr. Cichy how far in advance HRG and the Borough will be notifying residents whose service will be interrupted. Mr. Cichy responded that Mr. Brown and Brian Handley, Water Distribution Foreman, have a letter ready for residents with the goal to distribute 24 hours in advance of an interruption.

Mr. Wright asked how long the impacted residents along Pine Street will have their water service interrupted. Mr. Cichy noted that the interruptions should last for only a few hours.

Ms. Marcinko clarified that there is a bigger concern about the length of time residents will be under a boil water advisory. Mr. Wright noted that he wanted to clarify that interruptions, including the boil water advisory period, will not be a long time.

Mr. Cichy then reviewed the schedule of paving on Pine Street noting that the contractor will perform trench paving for the fall/winter with permanent paving occurring in the summer. Mr. Cichy also brought before Council the request of the project contractor to extend the Pine Street detour area until November 25th to allow work to be completed without having to do so under flagging conditions. Mr. Cichy explained that the contractor is willing to complete work under flagging conditions but it could confuse motorists who are expected a completely lifted detour route.

Mr. Shaver stated that it is a good idea to leave the project area closed so that work can be completed properly. Mr. Shaver then asked who has the jurisdiction over extending the detour since Pine Street is a state road. Mr. Cichy noted that the borough can make that decision.

Ms. Marcinko clarified that the borough has a Memorandum of Understanding in place with PennDOT that includes addressing detours in the project area. Mr. Cichy confirmed this.

Mr. Cichy noted that the contractor expects to have the current phase of the project completed by early December.

Mayor Acri requested clarification on the schedule for final paving of Pine Street. Mr. Cichy noted that the repaving will occur in spring 2016. Until then, there will be base repairs and temporary paving.

Mr. Cichy then directed Council to the approval of the Trewick Pump Station DEP Floodplain Management Permit E22-616 which is required before completed the work on the access door at the pump station.

Mr. Wright entertained any remaining questions for Mr. Cichy from Council.

Ms. Marcinko stated that the Borough had made arrangements with Mr. Josh Fox of HRG to arrange any special accommodations for residents along the Pine Street Project Area that need access to their residences. Ms. Marcinko brought up that a gentleman living on North Pine Street who has health issues does not have a back entry to his home. Ms. Marcinko asked that Mr. Fox send notification to the resident that the project will be moving into his area of Pine Street and requested that special accommodations be made. Mr. Cichy confirmed that he will satisfy Ms. Marcinko's request.

Council had no further questions for Mr. Cichy.

Mr. Wright then entertained a motion to approve the October 2015 Engineer's Report as presented by Mr. Cichy. Mr. Albert motioned to approval the report; seconded by Ms. Marcinko. The motion was approved unanimously by Council.

Mr. Wright then entertained a motion to extend the detour on Pine Street from November 20th to November 25th, 2015. On a motion by Mr. Albert; seconded by Mr. Shaver the motion passed unanimously.

Communications:

Mr. Wright reviewed the following pieces of communication with Council.

Steelton Fire Department – 2015 Steelton Fire Department Truck Fundraiser Drive. No comments were offered on this communication.

Mr. Nathan Turbyfill – Request for Approval on Bid for Repository Property #57-022-001

Mr. Wion provided Council with a background on the repository bid process since there were two repository bid offers on the agenda. Mr. Wion then directed Council to the second repository bid offer on later in the agenda under "New Business." Mr. Wion explained that when taxes are not paid on a property after their due date, they are sent into the tax claim bureau and held for a period of time. If they are not paid after a designated period of time they are put into what is known as an "upset sale." If the property is sold at an upset sale all of the liens that go with the property are attached to said property. Mr. Wion stated that not many properties—for this reason—are bid on at an upset sale.

If a property is not purchased at an upset sale, the Tax Claim Bureau schedules a "tax judicial sale" for the property. Notice is given to the property owners and all mortgage companies, holders of judgements, and taxing bodies. Mr. Wion stated that if someone buys a property at the tax judicial sale they buy it free-and-clear of all mortgages, liens, judgements, etc. Many properties in judicial tax sale are bought.

If properties are not bought at a judicial tax sale they are placed in what is called the "repository." Mr. Wion noted that anyone can go in to the Tax Claim Bureau and make an offer on repository properties.

Mr. Turbyfill made a bid to the Tax Claim Bureau nearly three months ago. Dauphin County sent the bid to the borough for its approval; however, the borough gave no response. In response, Mr. Turbyfill sent the letter dated October 22, 2015, indicating that 120 days have passed since the notice was sent to the borough and requesting that the borough take action on Mr. Turbyfill's bid.

The School District must also agree to accept all repository bids, including Mr. Turbyfill's.

Mr. Turbyfill made an offer of \$500 for parcel #57-022-001. Mr. Wion informed Council that the law requires taxing municipalities to approve or reject repository bids, but also states that taxing districts

cannot unreasonably withhold their consent to the sale of a repository property. In effect, approving the bid puts the property on the tax rolls rather than having it sit in repository.

Mr. Wion notified Council that the same explanation is appropriate for the repository bid of Ms. Gisela Lopez found on the second page of the agenda for the 212 Ridge Street property. Ms. Lopez also made a repository bid of \$500 for said property.

Mr. Wion recommended that Council consider both repository offers and consider making a motion to accept both Mr. Turbyfill and Ms. Lopez's repository offers for the properties indicated.

Mr. Wright entertained a motion to approve the repository bids of Mr. Nathan Turbyfill and Ms. Gisela Lopez. On a motion by Mr. Albert, seconded by Ms. Marcinko, the motion passed unanimously.

Capital Region Council of Governments – Save the Date – 2016 CapCOG Dinner and Reorganization Meeting

No comments were offered on this communication.

Anti-Defamation League – Guidance on Religious Displays by Municipalities during the Holidays

No comments were offered on this communication.

Dauphin County Conservation District – Dirt, Gravel, and Low Volume Road Maintenance Program Updates

No comments were offered on this communication.

Dauphin County Emergency Management Agency – Adoption of the Update to the Dauphin County-Wide All Hazard Mitigation Plan

Mr. Shaver made a motion that Mr. Wion review the draft resolution attached to the communication. Mr. Shaver noted that in the past, the borough has followed Dauphin County's Hazard Mitigation Plan and suggested that Council continue doing so.

Mr. Wion noted that he has already reviewed the attached resolution and it is the standard resolution that has been used in the past. The resolution, if passed by Council, would be resolution 2015-R-37.

Mr. Shaver made a motion that Council approve Resolution 2015-R-37. Mr. Albert seconded the motion. Council voted unanimously to approve Resolution 2015-R-37.

Steelton Borough Manager – Follow Up Letter to Dauphin County Emergency Management Agency Regarding Notification When Using the Steelton Boat Launch to Access the Susquehanna River

Mr. Wright asked Mr. Brown to give a summary of the communication. Mr. Brown noted that the letter is a follow up from a previous Steelton Borough Council meeting where Mr. Shaver had brought up his concern over an incident where emergency response crews needed access to the river due to an incident but had not notified Steelton Fire Department or the Steelton Police Department. Mr. Brown stated that he followed up on this concern by talking with Dauphin County Emergency Management Agency Director and providing him with written correspondence requesting notification to the borough in the future.

Mr. Shaver thanked Mr. Brown for following up on the issue.

Herbert, Rowland and Grubic, Inc. – Cost Estimate for Steelton Midget Baseball Field Improvement Project

Mr. Wright asked Mr. Brown to provide a background and summary of the communication. Mr. Brown responded that the communication is a project cost estimate for improvements to the midget baseball field including replacement of an equipment storage building. Mr. Brown noted that the borough was initially in jeopardy of losing the Community Development Block Grant funding for the project due to the borough failing to expend the project funds within the grant deadline. However, Mr. Brown worked on a revised application to CDBG to allow funds formerly reserved for the Adams Street Project to be reallocated to the Steelton Midget Baseball Field Project. Mr. Brown noted that he is awaiting approval of the revised application and that the costs outlined in HRG's estimate and the project itself are contingent upon approval of grant funding.

Ms. Patsy Taylor Moore – Resignation from Steelton Planning Commission and Request to be Appointment to Steelton Zoning Hearing Board

Mr. Wright brought up communication not originally provided on the council agenda from Ms. Moore dated October 29, 2015. The letter outlines Ms. Moore's conversation with the Chair of the Steelton Borough Planning Commission and the borough's need to have members appointed to the Steelton Zoning Hearing Board due to vacancies. A quorum currently does not exist on the Zoning Hearing Board. The letter also requests Council's approval of Ms. Moore's resignation from the Steelton Planning Commission in order to make her eligible for the Zoning Hearing Board.

Mr. Albert motioned to accept Ms. Patsy Taylor Moore's resignation from the Steelton Planning Commission. The motion was seconded by Ms. Marinko and approved unanimously by the vote of Council.

Unfinished Business:

Resolution 2015-R-38

Mr. Wion informed council that Resolution 2015-R-38 appoints the independent auditor for the Borough for the fiscal year 2015. Under the provisions of the Borough Code, the borough must annually appoint an independent auditor by resolution before the close of the fiscal year. The resolution appoints Zelenkofske Axelrod, LLC as the auditor of the Borough for the 2015 Fiscal Year. Mr. Wion noted that the borough has contracted with Zelenkofske Axelrod, LLC to perform the audit for the borough for Fiscal Year 2015 for an amount previously agreed to. Mr. Wion indicated that Resolution 2015-R-38 is a formality that must be approved pursuant to the Borough Code.

Mr. Wright entertained any questions by Council on Resolution 2015-R-38. No questions or comments were offered.

Mr. Albert made a motion to approve Resolution 2015-R-38 appointing Zelenkofske Axelrod, LLC as the independent auditor for the Borough of Steelton for Fiscal Year 2015. Ms. Marcinko seconded the motion. Council voted unanimously to approve the motion.

Authorization for President Wright to Sign Trewick Pump Station DEP Floodplain Management Permit No. E22-616 and the Acknowledgement of Appraisal of Permit Conditions

Mr. Wion stated that Mr. Brown received a letter on October 27, 2015, from the Pennsylvania Department of Environmental Protection in relation to the permit required in order to install an exterior entrance and

new HVAC system at the Trewick Pumping Station. The entrance will consist of stairs, handrails, an access door, concrete sidewalks, and will be used for better access to the pump station. DEP requires the borough to agree to the terms of the permit for the project to proceed. Along with the permit is an acknowledgement of appraisal of permit conditions document which acknowledges, in concert with PSI Pumping Solutions, that the borough and contractor are familiar with the terms of the permit. The document also describes what the permit will entail. The documents require the Borough Council President's signatures according to Mr. Wion.

Mr. Wright entertained a motion to provide Council President Jeffery L. Wright with authorization to sign the DEP Floodplain Management Permit No. E22-616 and the Acknowledgement of Permit Conditions documents. On a motion by Mr. Shaver, seconded by Mr. Albert, Council voted unanimously to authorize President Wright to sign both documents.

Mr. Markis Millberry – Request for Appointment to the Steeltown Borough Zoning Hearing Board

Mr. Wright acknowledged that Mr. Markis Millberry requested to be placed on the Zoning Hearing Board. Mr. Wright indicated that Ms. Patsy Taylor Moore has also requested appointment to the board and that there are two open positions. Mr. Wright recommended that appointments to the Zoning Hearing Board wait until the new council is sworn into office in January 2016. Mr. Wright stated that because there are four new members of Council, it is appropriate to allow them to have input on appointments to the Zoning Hearing Board.

Mr. Shaver noted that Mr. Wright's recommendation made sense.

Mr. Millberry acknowledged that the appointments would wait until the new Council is sworn in. Mr. Wright asked Mr. Millberry not be discouraged because Council would be bringing the issue up again in the new year.

Approval of Contract with Highspire Borough to Provide Interim Codes Services on an As-Needed Basis

Mr. Wion reviewed the contract with Borough Council noting that because the Borough does not have a qualified enforcement director or officer to perform many of the codes enforcement duties including inspections, and because the borough does not have a current zoning officer, planning officer, or floodplain management officer, staff reached out to Highspire Borough to obtain the services of their Codes Officer. Highspire Borough's Codes Officer has the qualifications and certifications to provide the borough with codes, planning, and zoning services while Council searches for a full-time Codes Officer/Zoning Officer.

Mr. Wion reminded council that the Borough Manager has set up interviews with candidates for the Codes Officer/Zoning Officer position but would like the agreement in place with Highspire as an interim way to cover many of the duties needing to be performed by the Codes Office.

Council received the Codes Enforcement Services Agreement which Mr. Wion indicated he reviewed. The Agreement covers a year time period. Although either party can notify the other party 90 days before the expiration date of the expiration of the contract so that it does not continue into the next year. The other party has 30 days to respond.

There is a payment schedule for Exhibit A, on the last page, which establishes a rate for the costs associated with performance of duties. The services are set forth in Article IV which indicates that the qualified, trained officials of Highspire provide for the administration and enforcement of property

maintenance ordinances, zoning ordinances, subdivision land development ordinance, code enforcement ordinance, flood plain management ordinance, related codes and ordinances including site inspections, issuance of violation notices, posting of properties or structures, issuance of citations, attending related hearings and appeals, and other action as required in relation to the duties mentioned. The agreement constitutes the appointment of any officials by Steelton to provide services indicated above. They are not employees of the Borough but rather acting under this agreement. The agreement then is to be governed by the laws of the Commonwealth and it is to be binding on the parties. The agreement is before Council for adoption and will then be forwarded to Highspire for their consideration and adoption.

Councilman Shaver made a motion to authorize President Wright to sign the agreement between Steelton Borough and the Borough of Highspire for them to provide services in the areas of codes and zoning. Councilman Albert seconded the motion. The motion carried unanimously.

Mr. Wion indicated the Mr. Brown had the name of the individual from Highspire that would officially be performing the duties pursuant to this contract. Mr. Brown stated that the individual is Terence L. Watts. President Wright noted that Mr. Wion indicated from the Borough Manager's report that the Personnel Committee will be meeting this Thursday and hopefully the Committee will have a recommendation for Council to approve this on December 2, 2015.

President Wright wanted to inform the residents present that the Borough does not intend to hire an individual from Highspire for this position. Further, once an individual is hired for the Codes position in Steelton Borough, that individual will be responsible for codes duties. Many items have fallen behind and Council agrees that we need to rectify many items especially because winter is approaching. Until the position is filled, Council wants to ensure we are safe.

Mr. Brown shared his belief that this is a good stop gap measure until a full-time Codes Officer is hired. Mr. Brown stated that Mr. Watts has already provided some very helpful guidance to property maintenance officers to help with existing situations and this will allow the Borough to relieve some of the backlog with permit applications.

Councilman Marcinko thanked Mr. Brown for taking care of the situation and noted that the Codes Office also appreciates Mr. Brown's work on this.

Approval of Humane League 2016 Municipal Domestic Animal Protection Service Agreement

Mr. Wion indicated that communication was received from the Humane Society of Harrisburg regarding the contract that the Borough annually enters into with the Humane Society. The agreement is the same as last year; however, Mr. Wion recommended when looking at paragraph 8 which talks about the fee, what we do is pay them half of what we are paying them this year. They have put the figure in at \$3,007.40. There is a non-refundable contracting fee of \$250, but they indicate that in effect the amount that is to be paid is one payment due immediately.

Mr. Wion recommended that Council strike out "immediately" and place 1/31/2016. That is to say that the first lump sum payment of \$3,000 will not be due until the 31st of next year because in effect what we are doing is paying them at the end of the first month and it carries for the next number of months until the amount is used. There is no reason to pay the Humane Society now and they will perform the services under last year's contract right up through the 31st because each month is in arrears. Mr. Wion indicated his recommendation of the approval the agreement with that change.

President Wright asked Council if they had any questions.

Councilwoman Marcinko shared that in 2010, when Steelton Community Cats came onsite, this bill to the Humane Society was upwards of \$30,000. She noted that the figure has been reduced to \$3,000. She shared that we did not partake in the emergency rescue services, a \$50 charge, which is billed monthly. Councilwoman Marcinko shared that in 2015 we had a situation when the Humane Society had to be called and it was \$50 but she said that she doesn't think we should cheat ourselves out of that service if need be. Councilwoman Marcinko recommended that we check the animal rescue services provided a charge of \$50 per call billed monthly for Council to consider.

President Wright entertained a motion which was made by Councilman Albert, which was seconded by Councilman Shaver. The motion carried unanimously.

Councilwoman Marcinko addressed Officer Minium to share that this is in their budget and there are a couple items that the police officers should be made aware of including where you take someone in the intake center, where to park. For the public's information, the Humane Society will not take an animal from the Borough of Steelton unless it is done by an official of the Borough. There are no cats accepted at the Humane Society which keeps costs low.

Further, Councilwoman Marcinko shared that we need to monitor the number of pit bulls that are taken to the Humane Society because it is a fee of \$252 to get them in the door. Residents must be responsible for the domestic pets they have, and Council will monitor repeat pickups of stray animals. Owners will have to pay to get them out of the Humane Society and they will be fined by the Borough. This issue will be monitored closely.

Approval of Republic Services Trash Pickup Schedule for 2016

Mr. Brown indicated that this was the schedule that Republic Services provided to the Borough. They moved trash pickup day to one day later in the week after a holiday. This will be noted on the website.

The motion carried unanimously.

Approval of Agreement for Services with Pinnacle Life Team to Provide EMS Services to Steelton Borough

Mr. Wion stated that Community Life Team provided the agreement which was identical to the agreement previously signed. The amount of payment is exactly the same and runs through on page 4, January 25, 2018. The costs for those periods on a quarterly basis are the same as it is now. The rest of the language is identical. Mr. Wion recommended that, if Council is satisfied with their services, that Council consider the agreement.

Councilman Shaver asked Mr. Wion, due to his membership on the Board of the Life Team, if he should not vote on this approval. Mr. Wion indicated that there is a provision that allows one of the directors to be on this Board, which is in paragraph 10. Mr. Wion indicated that Councilman Shaver does not receive payment and shared that there is no conflict because he receives no monetary compensation.

Councilwoman Marckino made a motion which was seconded by Councilman Albert. The motion carried unanimously.

Reminder about Christmas Tree Lighting Ceremony

Mayor Acri shared that the Tree Lighting Ceremony will take place on December 8, 2015, in front of Borough Hall at 6:30 p.m. Everyone is invited to attend. Mayor Acri wished everyone a happy holiday season. Council meeting will take place on December 7, 2015.

Audience Participation

1.) Ms. Natasha Woods – 181 South Front Street

Ms. Woods indicated she had two questions. She pointed to the cost estimate for Steelton Midget Baseball Field Improvements Project under Communications. Ms. Woods asked what the estimated cost for the project would be, and Mr. Shaver asked if she wanted to see a copy of the cost estimate which he handed to Ms. Woods for her review. Mr. Brown indicated that the project is set to cost \$67,000 with contingency built in. The actual construction estimate is \$53,480 with built in contingency. This will not be funded by Borough General Fund, this is contingent upon awarded grant money in order to pay for the project. Ms. Woods asked about demolition of the existing field house and asked if anything would be built in its place. Mr. Brown stated that according to the cost estimate, they will demolish the field house and the new construction will be the storage buildings.

Ms. Woods asked about the resignation of Ms. Patsy Taylor Moore from a committee. President Wright clarified that Ms. Moore resigned from the Planning Commission.

2.) Pastor Darryl Taylor of New Jerusalem AME Church on Locust Street

Pastor Taylor wanted to thank the Borough for their quick response to the water main break on Locust Street. Pastor Taylor indicated that staff from the Borough repaired the break on Saturday morning.

Pastor Taylor asked for an update on the retaining wall on Swatara Street. He shared his belief that the wall is shifting and wants to make sure it does not collapse. Councilwoman Marcinko asked that Mr. Cichy provide clarification on HRG's work to track the movement of the wall. Mr. Cichy informed Council and Pastor Taylor that HRG has been monitoring the wall to determine if it is in fact shifting. The report should be ready by the end of 2015. Pastor Taylor reiterated his concern and asked that Council review the issue to ensure that children walking along the wall to school, etc. are safe.

3.) Mr. Markis Millberry – 349 Spruce Street

Mr. Millberry asked which employee is current acting as head of the Sewage Department. Councilwoman Marcinko shared that the individual is Bobby Weirzbec and that he has been employed with the Borough for many years.

President Wright reiterated that there were no new hires in the Sewage Department and an experienced employee has acted in the role as lead employee. Councilwoman Marcinko stated that this is a union position and the terms were agreed upon with the union to make Mr. Weirzbec the lead at the Sewer Department.

Other Business:

Update on 305 Pine Street

Mr. Brown shared that he wanted to provide updates on 305 Pine Street because he received calls from residents. Mr. Brown shared that he made contact with the property owner who will be coming in to the Borough to submit the needed permits to rehabilitate the property. The owner shared with Mr. Brown

that everything is currently stable and he will visit the Borough within a week to submit permits to do work on the property.

President Wright shared that Mr. Brown was charged with this task after Mr. Powell shared his concerns a couple meetings prior. This message will also be shared with Mr. Powell.

Update on Borough Grants

Mr. Brown shared that this was something prompted by a request from Mr. Millberry who asked about grants that the Borough has received. Mr Millberry's question prompted Mr. Brown to compile a spreadsheet of grants received by the Borough. The spreadsheet will assist with monitoring any outstanding grants and keeping track of grant funding. The spreadsheet contains a history of grants from 2006 to date which includes state and county grants.

Council Concerns:

Councilman Shaver wished everyone a Happy Thanksgiving.

Councilman Albert congratulated Mr. Mike Segina upon his election to Borough Council and Ms. Natasha Woods to School Board.

Mayor Acri wished everyone a Happy Thanksgiving.

Mr. Wion – none.

Mr. Brown wished everyone a Happy Thanksgiving.

Mr. Gene Vance shared that the firehouse will be having their Christmas Tree Sale which supports the firehouse.

Councilman Albert thanked Mr. Vance for the firehouse hosting the pumpkin carving contest and thanked everyone that attended and assisted with the event.

Councilwoman Marcinko asked Mr. Brown to have the Water Department check the hydrant at Second and Walnut Street and asked if it was ever repaired. Council members indicated that it is on order.

Councilwoman Marcinko wished everyone a Happy Thanksgiving and shared that the pumpkin carving contest was a great success and thanked Steelton-Highspire United and the Fire Department.

Councilwoman Marcinko thanked Mr. Brown for the grant spreadsheet and shared that it was very valuable.

President Wright congratulated new members of Council and the new school board member, Natasha Woods. President Wright shared that a good relationship between Council and the School Board will be beneficial.

President Wright indicated he received communication from Mr. Stephen Brubacher in which he requested a parking space on 105 South Front Street. The issue would have to be considered by the Police Department. President Wright asked that the Police Chief review the request and have information for Mr. Brown for the agenda for the next meeting.

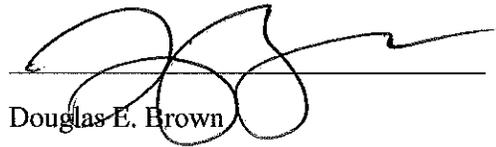
President Wright wished everyone a Happy Thanksgiving and asked for a motion to recess into Executive Session for a personnel discussion. The motion was made by Councilman Shaver and seconded by Councilman Albert and the motion carried by unanimous vote.

After returning from Executive Session, Mr. Wright entertained a motion to adjourn the meeting of Steelton Borough Council.

On a motion by Mr. Shaver, seconded by Ms. Marcinko, the motion carried by unanimous vote.

Council adjourned at 7:42 p.m.

Approved by Council at the December 7, 2015 Regular Meeting

A handwritten signature in black ink, appearing to read 'Douglas E. Brown', is written over a horizontal line. The signature is stylized and cursive.

Douglas E. Brown

Borough Secretary/Treasurer

Council Agenda
Monday December 7, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: Minutes of November 16, 2015 Meeting

Approval of minutes of previous meetings as presented:

Minutes of January 5, 2015 Meeting

Minutes of February 2, 2015 Meeting

Minutes of March 16, 2015 Meeting

Minutes of November 3, 2014 Meeting

Public Comment on Agenda Items Only

Presentation:

Josh Fox, Herbert, Rowland, and Grubic

Monthly Engineer's Report and Approval of Application for Payment No. 3 for Pump Station Sewer Grinder Improvements Project

Communication:

PA Department of Conservation and Natural Resources

Notice of Satisfactory Completion of the Mohn Street Park Project

Dauphin County Office of Tax Assessment

Certification of 2016 Steelton Borough Real Property Taxable Assessment Total

Dauphin County Office of Tax Claim Bureau

Repository Bid by ESRA Group, LLC for Parcel No. 59-001-039 (Ridge Street)

Dauphin County Office of Tax Claim Bureau

Approval of Repository Bid by ERSA Group, LLC for Parcel 59-002-001 (Columbia Street)

Dauphin County Office of Tax Assessment

Notice of Change in Property Assessments

Dauphin County Board of Assessment Appeals

Notice of Appeal Changes in Steelton Borough

Capital Region Water

2016 Sewer Rates

Steelton Borough Sewer Department

SCO Supplemental Report

Ms. Annette Morrison

Request for Sewer Bill Relief for 355 Pine St.

Mr. Brown

Request to Remove Special Purpose Parking Sign
from 234 North Second Street

Unfinished Business:

New Business:

Doug Brown

Approval of Ordinance 2015-____
Adopting the 2016 Steelton Borough
General Fund and Sewer Fund Budgets
And Authorizing Appropriations

Mr. Wion

Approval of Ordinance 2015-____ Fixing
Tax Rates for Fiscal Year 2016

Mr. Wion

Approval of Resolution-R____ Establishing Tax
Discount Rate for the Borough of Steelton

Mr. Wion

Approval of Ordinance 2015-____
_____ To Amend The Code of The Borough of
Steelton Chapter 110 Thereof Entitled "Vehicles
and Traffic" To Establish Additional Special
Purpose Parking Zones; And To Eliminate
Special Purpose Parking Zones.

Mr. Wion

Resolution 2015-R-____ Establishing a Special
Purpose Parking Zone for Rodica I. Mihalik

Mr. Wion

Approval of Resolution 2015-R-_____
Adopting the Emergency Operations Plan of
Dauphin County

Mr. Brown

Neighborhood and Economic Development
Committee Recommendation to Switch Website
Template/Design to Word Press

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues.

Mr. Brown

Authorization to Enter Into Employment
Agreement with Mr. Amrinder Singh as Codes
Enforcement/Planning and Zoning Officer

Other Business

Adjournment

Minutes
Steelton Borough Council Meeting
December 7, 2015

Present:

Council President Jeffery Wright
Council Vice President Maria Romano Marcinko
Councilman Stephen Shaver
Councilman Brian Proctor
Councilperson Pro Tem Michael Albert

Mayor Thomas Acri

Staff:

Douglas E. Brown, Borough Manager
Rosemarie Paul, Assistant Secretary-Treasurer
David A. Wion, Borough Solicitor
Stephen Brubacher, Sr., Fire Chief
Anthony Minium, Police Officer in Charge
Gene Vance, Assistant Fire Chief
Timothy Lehman, Emergency Management Coordinator

Absent:

Councilwoman MaryJo Szada
Councilwoman Denae House

Call to Order

The December 7, 2015 meeting of the Steelton Borough Council was called to order by Council President Jeffrey L. Wright at 6:02 p.m.

Pledge of Allegiance

The Pledge of Allegiance and a moment of silence was led by Mayor Thomas F. Acri.

Executive Sessions between Meetings

There were no Executive Sessions between meetings.

Approval of Minutes from Previous Meeting:

Mr. Wright entertained a motion to approve the minutes of the previous meeting, November 16, 2015. Mr. Shaver asked that staff review the minutes and check the spelling of names for errors. A motion was made by Mr. Shaver to approve the minutes and seconded by Mr. Albert. The motion passed unanimously.

Mayor Acri asked for an update on the status of outdated meeting minutes. Ms. Marcinko indicated that she would provide an update. Ms. Marcinko stated that she spoke with the Borough Manager and that they are almost completed. Ms. Marcinko stated that Councilwoman House has one of the

tape recorders which dictates the previously recorded meetings in addition to three tapes of recorded minutes that need to be returned. Ms. Marcinko indicated that in order to have the meetings minutes completed by December 31, 2015, Ms. House would need to return the recorder and the three tapes. Ms. Marcinko stated that she was unsure if the minutes Ms. House is in possession of are completed. Council shared the importance of having the tapes and recorder returned.

Approval of minutes of previous meetings as presented:

Councilman Wright entertained a motion to approve the minutes of the following meetings as presented:

January 5, 2015
February 2, 2015
March 16, 2015
November 3, 2014

A motion was made by Councilman Albert and seconded by Councilwoman Marcinko which was approved unanimously.

Public Comment on Agenda Items Only:

No public comments were made.

Presentation:

Josh Fox, Herbert, Rowland, and Grubic Monthly Engineer's Report and Approval of Application for Payment No. 3 for Pump Station Sewer Grinder Improvements Project

Mr. Fox provided update on the Pump Station Sewer Grinder Improvements Project and stated that the work has been completed except for the work under Change Order #2 which is exterior improvements at the Trewick Street Pump Station. That work has begun today, December 7, 2015. That work includes exterior access improvements and concrete work. All the work with the exception of the flood proof doors will be completed by Christmas. The flood door will be installed in January 2016.

In accordance with the DEP Flood Plan Management permit that was issued for the work, the Department of Environmental Protection has been notified, in addition to the Fish and Boat Commission and the Dauphin County Conservation District of the pending construction activities.

Mr. Fox indicated that he had Application for Payment No. 3 for Council's consideration in the amount of \$105,068.77 for completion of the original contract work.

Mr. Wright entertained a motion to approve Application for Payment No. 3 which was made by Mr. Shaver and seconded by Councilman Albert. The motion carried unanimously.

Mr. Fox provided an update on the Storm & Sanitary Sewer Inspection & Cleaning Projects and shared that HRG has completed inspections of the sanitary sewer manhole and sewer structures, and is compiling findings with the exception of Front Street. That work will be completed after the work

on Pine Street is completed. Mr. Fox indicated that the work is expected to be completed near the end of December. An initial contract will be ready for review by January and bidding in February.

Mr. Fox provided an update on the Swatara Street Retaining Wall Project and stated that the final observation and measurements are anticipated to be completed by December 2015, pending weather conditions. The final report will be provided before the end of the year. Mr. Fox asked for Council's consideration of approval to extend deadline in to January 2016 to gain proper measurement of the retaining wall due to climate and weather conditions if necessary. A motion was made by Mr. Shaver and seconded by Ms. Marcinko. The motion carried unanimously.

Mr. Fox provided an update on the Firehouse Improvement Project and shared that HRG anticipates bidding the project in January 2016. The project was delayed in order for the firehouse to have their Christmas tree sale. The construction is better suited for Spring.

Mr. Fox provided an update on the Harrisburg & Pine Streets Utility Improvements Project. The detour work has been completed on Pine Street for this construction season. The remaining work includes the interconnection with the new water main and existing water systems at Second Street, Reading Street, and Lester Street, abandoning of the existing water system, and sanitary sewer spot repairs on Pine Street which is scheduled to be repaired under flagging conditions and should be completed before the end of the year.

Mr. Brown asked if the contractor respond to the request to remove items left behind towards the top of Pine Street. Mr. Fox indicated that they received three complaints regarding this and they did contact the contractor. The contractor will be cleaning up the debris this week.

Mr. Wright thanked Mr. Fox for his presentation.

Communications:

PA Department of Conservation and Natural Resources, Notice of Satisfactory Completion of the Mohn Street Park Project

Dauphin County Office of Tax Assessment, Certification of 2016 Steelton Borough Real Property Taxable Assessment TotalDa

Dauphin County Office of Tax Claim Bureau, Repository Bid by ESRA Group, LLC for Parcel No. 59-001-039 (Ridge Street)

Mr. Wright indicated that Council acted on this item last month.

Mr. Shaver asked if the addresses for the properties are known. Mr. Wion shared that 59-001-039 the property site address is Ridge Street and that a formal address is not available other than a tax parcel number.

Mr. Shaver made a motion to accept the Tax Claim Bureau's bid on Parcel No. 59-001-039 which was seconded by Mr. Albert and the motion carried unanimously.

Dauphin County Office of Tax Claim Bureau, Approval of Repository Bid of ERSA Group,

LLC for Parcel 59-0020-001 (Columbia Street)

Mr. Shaver made a motion to approve the repository bid for Parcel 59-0020-001 on Columbia Street which was seconded by Ms. Marcinko. The motion passed unanimously.

Capitol Region Water, 2016 Sewer Rates

**Steelton Borough Sewer Department, SCO Supplemental Report
Ms. Annette Morrison, Request for Sewer Bill Relief for 355 Pine Street**

Mr. Shaver asked for staff recommendations regarding this item. Mr. Shaver indicated that it appeared that the meter failed. Mr. Shaver questioned what credit should be given to the residents and if the normal billing amount is what should be paid. Mr. Brown shared that the average usage of the resident may be an open for Council to consider.

Mr. Wion shared the courts opinion that yes, if an individual can establish an unreasonable and unwarranted loss of water between the meter and where it goes into the sewer, then a consideration of a reduction is warranted. The burden of proving that it did not get into the sewer system is on the property owner. Mr. Wion suggested that the Public Works Committee consult with the property owner to establish some basis for a reasonable explanation in that regard. The forgiveness should not be less than what the Borough pays the City for the gallonage. If there is an issue with the meter, that may be a reasonable explanation. Assuming a meter has been checked and the meter is properly functioning, then the burden falls on the property owner to provide an explanation.

Mr. Shaver suggested that staff confer with the committee and report back to Council. Mr. Shaver shared that there appears to be an issue with the meter and it is not working properly. While staff is reviewing the issue, Mr. Shaver requested that the resident not be charged any penalties.

Mr. Wright entertained a recommendation to table this issue to give Public Works and staff has the opportunity to review, while not penalizing the resident. The motion was made by Mr. Shaver and seconded by Mr. Albert. The recommendation carried unanimously.

Communication from Mr. Muhammad requesting to remove Special Purpose Parking Sign from 234 North Second Street

Mr. Wion shared that this would need to be done by resolution, which is prepared to be considered later in the meeting during the adoptions of resolutions.

Unfinished Business:

Mr. Wright shared that there is no unfinished business.

New Business:

Mr. Doug Brown, Approval of Ordinance 2015-5 Adopting the 2016 Steelton Borough General Fund and Sewer Fund Budgets and Authorizing Appropriations

Mr. Brown shared that Council has had this exact version of the budget since November 5, 2015.

There has been time for Council to review the budget.

Mr. Brown shared that the budget was developed through consultation with staff. Mr. Brown shared that he arrived in the office in October; therefore, Rose Paul, Assistant Borough Secretary and Borough Consultants, Mr. Mike Musser and Mr. Jay Wenger, completed work reviewing debt service and bonds. From the perspective of process, there were advertised Public Finance Committee meetings including meetings on October 15 and October 27, 2015, followed by an advertised Special Budget Council meeting on November 5, 2015, during which the budget was approved unanimously to present his version of the budget to the public for inspection. Starting on November 6, 2015, this version of the budget was available to the public in a summary form as well a detailed form. The budget ordinance was advertised on November 24, 2015, pursuant to requirements of the Borough Code. A summary of the budget was provided when the public inspection notice was advertised. The budget has been properly vetted both through committee and council and by the public through inspection and advertisement. The ordinance is also available to residents present at this Council meeting, tonight, December 7, 2015.

The overall 2016 General Fund budget is a \$4,021,097.00 with no tax increases for the 2016 year. The major means of balancing the budget without a tax increase came through cuts to certain departmental line items and reorganization of personnel which left positions vacant.

The budget represents a \$125,314.00 decrease over budgeted expenses for 2015.

On the expense side, the drafted General Fund budget decreases expenses. Reductions were made by one vacant Patrol Officer position saving \$92,680 in personnel expenses. The highway and sewer departments were reorganized to operate with lead foremen as opposed to a Public Works Director which would have been a salary of \$70,000. The Borough also froze Capital purchases from the General Fund as well in 2016; however mandatory cost drivers are still present as any municipality does including personnel related insurance and benefits. Liability insurance will increase by 10% in 2016. Medical insurance will increase by 9%. Contractual wage increases for uniform and non-uniform employees are estimated to be at 2% for 2016.

Personnel assumptions are present in draft General Fund budget. There is an allocation to fill one Chief vacancy. The higher dollar amount will allow for flexibility if the Borough would like to hire a Patrol Officer. That action would still save funding.

An allocation is present to hire a new Codes Enforcement Officer/Zoning Officer which is critically needed in the Borough Codes Department. The Borough's agreement with Highspire is properly functioning as well as subing out UCC work; however, an in house BCO will provide much more efficiency.

An allocation to replace one Highway Laborer vacancy which is currently being advertised.

An allocation to hire a part-time Administrative Assistant is present to assist with administrative duties including meeting minute transcription.

A freeze on hiring a new patrol officer, as previously discussed, as well as a freeze on the Public Works Director.

The Revenue package assumed in the budget is \$4,021,097.00 and assumes that revenues remain relatively flat compared to 2015. The anticipated 2015 actuals number is \$3,992,638.00. The total revenues assumed in the 2016 budget are increased by less than 1% over that; therefore, the Borough must try to remain close to where the actual revenues will end for 2015. A good portion of the revenue increase is assumed grant funding to help pay for Codes positions.

Staff attempted to use average of actual spending when possible to project a revenue estimate that is realistic.

The Sewer Budget fund totals \$2,094,519.00. That includes no sewer rate increases. Since 2012 the Sewer Fund has continued to exhibit strong and consist yearly revenues in the \$2 million range. This has allowed the Department to make capital purchases and perform capital improvements that are much needed to the Borough's aging infrastructure.

The 2016 draft Sewer Fund budget reflects similar increases in the personnel expenses that are increasing in the General Fund. Those include the 10% increase in liability insurance and the 9% increase in medical insurance. Contractual wages are estimated at 2%. Additional expenses include the installation of new sanitary sewer mains at Bessemer and Mullberry Streets in the amount of \$250,000, an increase in the cost of supplies to help improve sewer treatment at \$15,000, as well as debt service for the 2015 general obligations bond at \$30,000 which goes into helping replace the sewer mains with the Pine Street project. A replacement of a sewer truck and a sewer dump truck at \$50,000 and a Sewer Laborer vacancy which is an entry level laborer position that is budgeted for.

The personnel assumptions in the 2016 draft Sewer Fund budget are 1.) reorganized to have Bob Werzbic to work as the lead foreman thus not having to hire a Public Works Director, 2.) a sewer laborer will be hired to replace a current vacancy.

The revenue package for the Sewer fund budget also equals \$2,094,519. This estimate is in line with actual average year end and actual revenues experienced from 2012 until present. Projected year end actuals for 2015 are \$2,070,048.00. The major source of sewer revenues is projected to increase around 5% based on anticipated end-of-year 2015 estimates which is a 1% increase over year end projections.

Mr. Wright asked if there were any questions regarding Ordinance 2015-5. Hearing none, Mr. Wright enteratined a motion to approve the ordinance which was made by Councilman Albert and seconded by Councilwoman Marcinko. The motion carried unanimously.

Mr. Wion, Approval of Ordinance 2015-6 Fixing Tax Rates for Fiscal Year 2016

Mr. Wion indicated that now that Council approved the budget, Ordinance 2015-6 is before Council for consideration. The Ordinance approves a tax at a tax rate for general purposes, 15.0 mills on each dollar of assessed on real estate classified as non-farm land and 15.0 mills on each dollar of assess valuation on real esetate classified as building on land puruant to 8 Pa. C.S.A. §1302.1. Also the tax is levied on all occupations subject to taxation for the fiscal year 2016. Tax rate for general pusposes is 20 mills on each dollar of assesed valuation pursuant to 8 Pa. C.S.A. §1302 (b). Debt service tax independently established at 2 mills on each dollar of assesed valuation.

Ordinance 2015-6 is before Council for consideration. The motion was made by Councilman Shaver

and seconded by Councilwoman Marcinko and passed unanimously.

Mr. Wion, Approval of Resolution 2015-R-39 Establishing Tax Discount Rate for the Borough of Steelton

Mr. Wion indicated that this resolution establishes that all taxpayers subject to the payment of taxes levied under the previous ordinance are entitled to a discount of two per centum from the amount of such tax upon making payment of the whole amount thereof within two months after the date of the tax notice. All taxpayers who fail to make payment of such taxes charged against them within four months after the date of the tax notice will be subject to penalty. The penalty shall be five per centum of the amount of tax if it is paid within the period beginning four months after the date of the tax notice and six months after the date of the tax notice. Thereafter, a penalty of ten per centum of the amount of such tax.

Resolution 2015-R-39 is before Council for consideration. A motion was made by Councilwoman Marcinko, seconded by Councilman Albert, and passed unanimously.

Mr. Wion, Approval of Ordinance 2015-7 to amend the Code of the Borough of Steelton Chapter 110 Thereof Entitled, "Vehicles and Traffic" to establish addition special purpose parking zones; and to eliminate special purpose parking zones

Mr. Wion shared that twice a year Council looks at resolutions that have been passed in regard to Vehicle and Traffic Ordinance which establishes or eliminates special purpose parking areas, establishes one way street, etc. The ordinance before Council takes the resolutions passed since the last ordinance earlier in the Spring and authorizes in ordinance form the establishment of special permit parking zones at the following areas: 25 Chestnut Street, 142 Lincoln Street, 741 S. Front Street, 24 S. Harrisburg Street and a portion of 22 S. Harrisburg Street, 742 N. Second Street, 104 N. Second Street, 38 S. Second Street, 339 S. Second Street, and 117 Walnut Street and 51 S. 2nd Street. The ordinance also eliminates certain parking spaces including the following: Parking space reserved for fire department Chief at the South side of 138 N. Second Street, 31 Chestnut Street, 355 Locust Street, 35 North Third Street, 42 South Harrisburg Street and a portion of the frontage of 40 South Harrisburg Street, a portion of 168 S. Second Street and all of 172 S. Second Street, and 369 South Second Street.

Ordinance 2015-7 is before Council for consideration. A motion was made by Councilman Shaver, seconded by Councilwoman Marcinko, and passed unanimously.

Mr. Wion, Resolution 2015-R-40 Establishing a Special Purpose Parking Zone for Rodica I. Mihalis

Mr. Wion presented special purpose parking for Ms. Rodica I. Mihalis via Resolution 2015-R-40. A motion was made by Councilman Albert and seconded by Councilwoman Marcinko. The motion passed unanimously.

Mr. Wion, Resolution 2015-R-41 Adopting the Emergency Operations Plan of Dauphin County

Mr. Wion shared that the Pennsylvania Emergency Management Services Code allows the Borough to prepare, maintain and keep current an emergency operations plan for the prevention and

minimization of injury and damage caused by a major emergency or disaster within the Borough. For a number of years, the Borough has worked with the County because the County establishes a plan for the entire county. Each year, the Borough has looked at the Dauphin County plan and determined that their plan is the appropriate plan for utilization of the Borough. The Council adopts the County's plan as the plan for the Borough.

Therefore, Resolution 2015-R-41 is before Council for consideration. Councilman Shaver made a motion, seconded by Councilman Albert, and passed unanimously.

Mr. Wion, Resolution 2015-R-42 for Elimination of Special Purpose Parking at 234 N. Second Street

Mr. Wion shared that this parking space is in the name of Yvette Wilson, the tenant who no longer resides at the property; a letter was sent by the owner advising the Borough of this situation.

A motion was made by Councilman Shaver, seconded by Mr. Albert and passed unanimously.

Mr. Brown, Neighborhood and Economic Development Committee Recommendation to Switch Website Template/Design to Word Press

Mr. Brown shared that Mr. Mike Segina is present and has expressed the limited nature of the website and recommended switching the template.

Mr. Segina presented the Word Press template to the Steelton Neighborhood and Economic Development Committee at their November meeting. Mr. Segina shared statistics about current website usage noting that in October and November there were over 1,000 unique visitors each month to the website. Mr. Segina noted that 60 percent of users are desktop users while most of the remaining 40 percent are mobile or tablet users. However, the current Steelton Borough website is not mobile friendly and difficult to navigate for mobile users.

By moving the website template over to a Word Press site Mr. Brown will be able to log into the site to change and update content instead of the current setup, which involves Mr. Brown contacting Mr. Segina and having him update the website using code. Mr. Segina noted that this leads to delays in the updating of the website due to the inability of Mr. Brown to update the site on his own.

Mr. Segina stated that it is very important to have the ability to update the website quickly in cases of emergencies, water main breaks, etc.

Mr. Segina showed Council and those in attendance a version of the website on a template, noting the mobile-friendly nature of the Word Press template. Mr. Segina also noted that transferring content over to the Word Press site will not take an exorbitant amount of time. Switching to the Word Press template is also only \$49.

The Word Press site will also have a search feature to allow users to navigate content.

Mr. Segina displayed a mockup of a Steelton Borough website using the Word Press Template. Mr. Segina also provided a list of items that can be added to the site as new content. The actual template, Mr. Segina stated, is called Town Press. Mr. Segina then demonstrated the mobile friendly nature of

the site.

Mr. Wright entertained any questions from Council about Mr. Segina's presentation.

Mr. Shaver asked about the security level of the new template and if it will leave any vulnerable information exposed to hackers. Mr. Segina stated that since Word Press does not use code, someone, if they knew the password and username, could change the website. Mr. Segina noted that there are apps that help a user increase the security of a Word Press page to prevent any unauthorized users from accessing the website.

Mr. Wright clarified that currently the Borough of Steelton does not put any sensitive or personal information on its website that is not public information. The public should not worry about any sensitive information being "hacked" because the Borough does not put any sensitive information on its website.

Ms. Marcinko stated that the NEDC Committee's biggest point is that Mr. Brown will have access to Word Press wherever he is at which will allow him to update and change content whenever needed. Ms. Marcinko also discussed linking the website to a Facebook Page similar to other municipalities.

Mr. Segine replied that he looked into the Facebook Page idea. There is no way to block comment on a Facebook page, but other municipalities like Swatara Township have an active Facebook Page. Mr. Wion, being the solicitor for Swatara Township as well, may have a sample policy on the use of a municipal Facebook page, according to Mr. Segina.

Ms. Marcinko noted that the Facebook page will be something that will be considered in the future.

Mr. Albert motioned to authorize the borough to work with Mr. Segina on swithcing the website template to a Word Press/Town Press Site, seconded by Ms. Marcinko. Council voted unanimously to approve the motion.

Audience Participation:

Mr. Wright opened the floor for audience participation, asking members of the audience to state any concerns they may have.

Ms. Joyce Culpepper – 237 North Harrisburg Street

Ms. Culpepper commented on the property at Lincoln and Trewick Streets. Ms. Culpepper noted that while she was riding down the street she noticed that the property is still in disarray after many years. Ms. Culpepper noticed the same televisions that have been there for a long time still sitting on the property. There are also computer monitors, couches, bath tubs, tires, bags of leaves, and other debris on the property. Ms. Culpepper stated that the property needs to be boarded up because people are breaking the windows out of the property. The property has been vacant for several years.

Ms. Culpepper stated a concern that all of the debris laying on the property seeps into the water table and could be getting into Steelton Borough's water supply. Ms Culpepper would like to see the property cleaned up.

Ms. Culpepper noted that Dauphin County has a free recycling program for residents. Ms. Culpepper

asked that the Borough go look at the site, clean it out, and take the debris to the recycling center.

Ms. Culpepper asked that a camera be placed on the site to monitor people that are dumping debris on the property. She also stated that the property is a fire trap and needs to be looked at as a community concern.

Ms. Culpepper is hoping the borough will look at the aforementioned property and clean it up.

Mr. Wright commented that Council will turn the issue over to Public Works and Mr. Brown will also notify the NEDC Committee about the issue.

Mr. Brown provided an update on the property stating that he has been contacted about the property. Mr. Brown stated that they have contacted the property owner notifying him of the need to clean the property up or face penalties.

Ms. Marcinko stated that she is very focused on that property. She noted that the property has been condemned and no public employee from the borough can enter the property. Ms. Marcinko stated that it is private property and if the Borough were to clean the property it they must get permission from the property owner. Ms. Marcinko noted that the property owner has spent several days in jail based on previous violations on the property. Ms. Marcinko noted that boarding the property up is at the discretion of the property owner. Ms. Marcinko stated that the Borough will not be sending any public works employees up to board of the property because it is too dangerous. She noted that the property has been on the Borough's radar for years but the Borough must follow the law and is limited in what it can do to clean up the property.

Ms. Marcinko clarified that Mr. Brown has notified the owner, but cautioned that if the Borough is to file a lien on the property and clean it up, the Borough will most likely not get the money back, which are taxpayer dollars.

Ms. Culpepper asked if we could place something on the website about taking large items to the Dauphin County Recycling Center for free. Ms. Marcinko stated that the Borough could do that.

Mr. Minium informed Ms. Culpepper that the Police Department has placed camera's at the Trewick and Lincoln Street property in an effort to catch people illegally dumping.

Mr. Wright asked Ms. Culpepper and the audience to always contact Borough Manager Brown with any ideas or issues.

Mr. Dennis Heefner – 337 Swatara Street

Mr. Heefner stated that when he was on Council a representative from the block company working on the Swatara Street Retaining Wall recommended that the Borough caulk the cracks in the wall. In the winter time, the cracks will contract and expand, making the cracks larger. Mr. Heefner stated there is a 30 degree slant at the top of the wall. He stated that Council was supposed to prohibit parking at the top of the wall due to the issue of its movement and cracking.

Mr. Fox, representative from HRG, Inc., replied that the initial recommendations for fixing the wall have been developed and have been in contact with the block manufacturer to determine what the appropriate repair to the wall will be. The company would like to see the last measurements taken on

the wall in December 2015 to see how much the wall has actually moved. Full recommendations for addressing the issues at the Swatara Street Wall will be reported by HRG, Inc. to the Borough Council in January 2016.

Mr. Heefner stated that the wall was not erected correctly.

Ms. Natasha Woods – 181 South Front Street

Ms. Woods stated a concern about the flaggers on Pine Street working in the project area. Ms. Woods stated that there is not signage on the side streets (River Alley and Second Streets) which has caused near-accidents on Pine Street. Mr. Fox replied that he will report the issue to the contractor first thing tomorrow.

Mr. Emmual Powell – 321 Lebanon Street

Mr. Powell asked why there are “Private Office” signs on the third floor of the Borough Building. Mr. Powell stated that if the Borough Building is a public place, why are there private offices posted within the building. Mr. Powell asked if there is something going on in the offices that the Borough does not want the public to know about.

Mr. Brown stated that anybody that has come to the Borough Offices knows his door is always open and that he has an open door policy. Mr. Powell stated that he knows that.

Mr. Powell reiterated that he wants to know why the “Private Office” signs are up in the building.

Mr. Wion, Borough Solicitor, stated that Council adopted a policy for the use of the building earlier in 2015. The offices in the Borough, while housing Mr. Brown and other people that are public officials, are not offices that the general public can simply walk into. Mr. Wion stated that residents can make arrangements to meet with Borough staff in those offices, but the fact that the Borough Building is a public building does not give residents the ability to simply walk into any office they would like to. Mr. Wion stated that the public is allowed to deal with borough employees in the Borough Building but must do it within the strictures of the building policy. Mr. Wion stated that the Borough Manager’s Office is *his* office where he does his work. Member’s of the public are only allowed to go into his office by invitation. Mr. Wion stated that, to that extent, it is a private office in a public building.

Mr. Wion stated that if you go to any municipality you will find almost the identical policy/arrangement for access to offices in the municipal building. Mr. Wion stated that he can guarantee it is identical in Swatara Township. Mr. Wion clarified, again, that members of the public cannot go into private offices within the Borough Building without permission or invitation.

Mr. Wright stated that based on the building policy, the signs will remain.

Ms. Marcinko stated that the building policy is for the protection of residents as well, because the private offices in the Borough Building many times contain records with information about residents including sewer/water billings.

Mr. Powell stated that his displeasure of having private office signs printed with taxpayer dollars.

Mr. Wright welcomed Mr. Powell to meet with Mr. Brown any time he would like.

Mr. Powell then asked about the fact that some Council people have taken minutes home with them to complete. Mr. Powell asked if those are Borough property. Mayor Acri responded that the minutes and tapes are borough property. Mr. Powell asked why Council would not allow members of the public to take minutes and tapes home, but will allow Council members to do so.

Mr. Wright stated that it is the Borough's duty to put the minutes together for approval, at which point they are accessible to the public.

Mr. Wion clarified that Executive Session does not require minutes as confidential matters are discussed in such sessions.

Mr. Wion stated that the minutes are sometimes kept on tape until they are transcribed. Mr. Wion stated that Mr. Powell can always come to the Borough to listen to the audio tapes, but that the Borough is eliminating the need to do so when staff transcribe the minutes to paper.

Markis Millberry – 349 Spruce Street

Mr. Millberry requested an update on the Moose Building.

Mr. Brown replied that he has a meeting scheduled with Dr. Kambic's practice and construction manager to discuss their plan for the building. Dr. Kambic's construction group is moving forward on partial demolition of the Moose Building. The Borough is also in talks with the Dauphin County Industrial Development Authority and Dr. Kambic's practice about transferring the 24-26 Adams Street Property to the firm for conversion to an auxiliary parking lot.

Mr. Millberry then requested an update on the old State Liquor Store at Front and Pine Streets.

Mr. Brown replied that he had not spoken to the new owner of the old state store, but that they are planning to open a variety store in the coming weeks.

Mr. Millberry asked Council to provide an reasoning for why sewer rates are so high in Steelton Borough.

Mr. Shaver responded that the sewer rates are the result of a study conducted by Herbert, Rowland, and Grubic, Inc. in 2012. When the study was concluded, the engineer provided the rates that are levied today. This is based on multi-year projections of the anticipated costs that will be incurred by the sewer system due to the capital needs of the system, and other factors.

Mr. Millberry asked if the sewer rates were raised because of the East End Sewer Separation Project, which is what he was told. Mr. Shaver stated that the East End Sewer Separation Project was funded through a combination of an PA-H2O Grant and a PENNVEST Loan.

Mr. Shaver asked asked Mr. Millberry if he has conducted his own evaluation and comparison of Steelton Borough's sewer rates as compared to Lower Swatara, Highspire, Swatara Township, and Middletown.

Mr. Millberry responded that he knew the stated rate that the Borough pays the City of Harrisburg for treating the Borough's sewage. Mr. Millberry feels that the Borough is overcharging the residents

based on the fact that rates are higher than the rate paid to Harrisburg for treating the Borough's sewage.

Mr. Shaver stated that he feels Mr. Millberry is incorrect and that the HRG, Inc. study lays out, in black and white, the need for our current rates. He then asked again if Mr. Millberry has looked at the rates in other municipalities.

Mr. Millberry stated that he has not looked at the sewer rates in other communities.

Mr. Shaver stated that Steelton Borough sewer rates are lower in many cases than neighboring municipalities because customers in Steelton pay for what they actually consume rather than a flat charge. For example, Lower Swatara and Highspire have flat rates rather than consumption-based rates.

Ms. Marcinko stated that sewer/water bills in Steelton are based on consumption. She stated that the East End Sewer Separation project has nothing to do with what someones bill is and that the EESSP is required by the Federal Government Environmental Protection Agency. Ms. Marcinko stated it is not an elective project the Borough is financing as a luxury. Ms. Marcinko stated that the additional money they receive from sewer payments pays for maintaining and improving Steelton Borough's aging sewer infrastructure, maintaining and improving Steelton Borough's pump stations, treating the sewage that the Borough conveys to Harrisburg, etc. She also stated that the Borough has not raised sewer rates since 2012 and if somebody opens their spigot and lets it run, they will have a high water bill and, subsequently, a high sewer bill. Billings are based on consumption. Ms. Marcinko stated that the only thing that raises a water/sewer bill is one's consumption during a quarter. Ms. Marcinko suggested that if any residents consumption is abnormally high, the resident should check for leaks or, if a tenant, contact their landlord to investigate the cause of abnormally high usage. Ms. Marcinko also stated that any resident can call the Borough to question a high billing and high usage. If they call into the Borough, staff will let the resident know what to do. Ms. Marcinko pointed to a recent case where a resident called the Borough about a high water bill, had her meter tested, and the meter was faulty.

Mr. Millberry then asked for an update on the project across from Borough Hall and if any developers have been identified to develop the site once both garages are demoed and the site is made "pad ready." Mr. Brown replied that a develop has not been identified and that there is a significant amount of brownfield reclamation work that needs to be completed in order to make the site ready for a developer.

Mr. Brown stated that there are underground storage tanks that need to be removed, demolition of structures that has to occur, and environmental reclamation work required.

Mr. Millberry then asked for an update on the Adams Street Project.

Mr. Wion replied that the Borough is in contact with at least one potential developer. The developer has been meeting with the Dauphin County Redevelopment Authority, County, and members of Council to discuss the potential of revising the current ten townhouse plan into something the developer feels will be more feasible. There has not been movement on the revised plan to date.

Ms. Cheryl Powell – 321 Lebanon Street

Ms. Powell stated that she has just moved back into the area and wants to know the top three improvements Council is trying to make in Steelton.

Mr. Brown replied that his personal goals as the Borough Manager are to spur economic development across the street and bringing commercial development to the borough; creating a targeted blight program for the Borough to eliminate blight; and to continue to enhance transparency in the Borough Manager's office.

Ms. Powell asked how the borough can let a property like the one at Lincoln and Trewick Street sit in disrepair for so many years if their goal is to eliminate blight. She asked how the borough expects to do anything in the future if it could not do anything over the last four years.

Ms. Powell asked if there is an ordinance that can be changed to give the Borough more teeth in taking care of problem properties.

Mr. Shaver stated that unfortunately there are legal and procedural limitations that tie the Borough's hands in many instances, including the Borough never getting fine and lien dollars for the cost of fixing properties.

Ms. Powell stated that more owner's could "skate" the rules and put the Borough in similar situations. She does not want to see properties like the Trewick and Lincoln Street property proliferate at the Borough.

Ms. Marcinko stated that blight and urban crawl are growing in the United States.

Ms. Powell stated that Youngstown, Ohio was able to get around the problem of blight by purchasing and bulldozing properties.

Mr. Wright asked Ms. Powell to meet with Mr. Brown to bring forward her ideas.

Ms. Powell asked what important things Council is working on. Mr. Wright replied that his personal project is getting Front Street developed as well as complete the development on Adams Street. Mr. Wright stated that the Borough has invested a lot of money into the projects on Front Street and around the Borough while not raising taxes for the next fiscal year.

Ms. Powell asked how the Borough can see itself growing if they cannot raise taxes and are continually balancing the budget through austerity measures like cutting position. Ms. Powell recognized that there is sometimes waste in government but that the Borough seems to have cut out all that it can.

Mr. Wright reiterated that Ms. Powell should meet with the Borough Manager to share her ideas.

Council Concerns:

Councilman Albert: Mr. Albert wished everyone a happy holiday and congratulated new Council members.

Councilman Shaver: Mr. Shaver reminded those present about the Christmas Tree Lighting Ceremony.

Mayor Acri: Mayor Acri invited everyone in attendance to the Christmas Tree Lighting Ceremony.

Mr. Wion: Mr. Wion requested an Executive Session on potential litigation.

Ms. Rosemarie Paul: No comment.

Mr. Brown: No comment.

Chief Vance: No comment.

Councilperson Marcinko: Ms. Marcinko stated that the Borough discovered that the Public Works Laborer and Sewer Laborer positions were posted in the Patriot News and on Pennlive, as well as on the CapCOG website, but were not posted on the Steelton Borough Website. For this reason, Ms. Marcinko announced that the Personnel Committee directed Mr. Brown to repost the two laborer position vacancies on the Steelton Borough website and accept applications until Friday, December 11. Ms. Marcinko requested that members of the audience that are interested in applying should do so via the Steelton Borough website. Ms. Marcinko also suggested that members of the audience inform their neighbors and friends about the position.

Ms. Marcinko then stated that in the future the Borough needs to put together a Citizens Advisory Committee. Ms. Marcinko stated that Council cannot predict or know about everything.

In the last three weeks, the Borough has experienced vandalism at Ryan Mohn Park (which the Steelton Community Development Foundation and his family invested a lot of money into). Ms. Marcinko stated that vandals recently destroyed a concrete bench at the park.

Ms. Marcinko stated that the benches at the Locust Street Steps were also broken over the past week. Vandals also graffitied the steps. Ms. Marcinko noted that the destruction of this property costs taxpayer's and the community must get to the core of why these problems are proliferating.

Ms. Marcinko noted that the problems of vandalism did not occur as frequently in the past. Ms. Marcinko stated that the most appalling issue is that the Borough itself puts a lot of dollars into decorating the town for holidays. Last week, Borough staff decorated the poles in front of Borough Hall for the Christmas Tree Lighting Ceremony. Vandals stole lights from the poles after they were installed.

Ms. Marcinko stated that she would like to see the community, including Mr. Millberry, put their energy into doing something positive and stopping people from committing the aforementioned acts. Ms. Marcinko stated that we cannot continue to put money, as a Borough, into the community to make it better if people are continually ruining it.

Ms. Marcinko thanked Mr. Brown and Ms. Paul for their work on the budget. She stated that the budget summaries were the best that she has seen since being on Council.

Councilman Wright – Mr. Wright echoed Ms. Marcinko's sentiments regarding the Borough putting money into community improvements only to have them destroyed and neglected by some people. Mr. Wright said that he would advocate to raise taxes to improve the community. Mr. Wright stated

that the Borough Departments have worked hard to put a limit on spending and operate efficiently. Mr. Wright stated that the Borough is maxed out on the millage rate it can charge for purposes of taxation which makes it difficult to raise taxes.

Mr. Wright stated that there is currently not a community pride in Steelton and it needs to return. Mr. Wright asked crowd participants to keep coming to meeting and to engage Mr. Brown and Borough staff to make the Borough better.

Mr. Wright also stated that community members can call Council members as well.

Mr. Wright wished everyone a Happy Holidays and asked the public to come to the Christmas Tree Lighting Ceremony.

Mayor Acri: Mayor Acri requested the permission to give one final comment. Mayor Acri stated that Ms. Powell had asked what the Borough Council's three goals are and member of Council could answer the question. Mayor Acri stated that Council has not been able to give a straight answer on what its goals are for the Borough when asked, and Ms. Powell did not receive an answer to her question tonight. Mayor Acri stated that the Borough does not have projects that are making meaningful movement. He stated projects have been left incomplete for years in the Borough and, currently, nothing is done. Mayor Acri stated that Council and the Borough does not have goals. Mayor Acri stated that the Borough cannot raise taxes any longer. The only way for the Borough to increase its revenue is to complete economic development projects, which it has not been able to do. Mayor Acri stated that Ms. Powell was right in her question, that Borough Council had danced around an answer, but did not give her an adequate answer on what they are going to do. Mayor Acri stated that he hopes the four new Council members will bring a new energy in 2016 and stated that he does not want to have any fighting in 2016. Mayor Acri stated that the Council and Borough spent a lot of 2014 and 2015 fighting with each other and the community and did nothing for the community. Mayor Acri stated that we need to forget about the people that want to come into the Borough and create problems and, instead, come together to work on developing and achieving goals. Mayor Acri said that this is imperative because Council does not have any goals for 2016.

Executive Session to Discuss Personnel Issues and Potential Litigation:

At 8:03 pm, Mr. Wright entertained a motion to enter Executive Session for the purpose of discussing personnel issues and potential litigation. Mr. Albert made a motion to enter Executive Session, seconded by Mr. Shaver and approved unanimously.

Council reconvened after the Executive Session at 8:25 pm.

Authorization to Enter Into Employment Agreement with Mr. Amrinder Singh as Steelton Borough Codes/Zoning Enforcement Officer Effective January 18, 2016

Ms. Marcinko announced that the Steelton Borough Personnel Committee, after conducting a job search process and interviewing all candidates that applied for the position, recommends entering into an employment agreement with Mr. Amrinder Singh as Codes Enforcement, Planning, and Zoning Officer. Ms. Marcinko made a motion to authorize the Borough of Steelton to enter into an employment agreement with Mr. Amrinder Singh for the Codes Enforcement, Planning, and Zoning Officer position, seconded by Mr. Albert. Council voted unanimously to approve the motion.

Adjournment:

Mr. Wright entertained a motion to adjourn at 8:27 pm. Mr. Shaver motioned to adjourn, seconded by Mr. Albert.

Council Agenda
Monday December 21, 2015

Call Meeting to Order: President Jeffery Wright

Pledge of Allegiance: President Jeffery Wright

Moment of Silence: Mayor Thomas F. Acri

Executive Sessions held between meetings: None

Approval of minutes from previous meeting: Minutes of December 7, 2015 meeting

Approval of minutes of previous meetings as presented:

Minutes of October 7, 2013
Minutes of January 6, 2014
Minutes of March 17, 2014
Minutes of April 7, 2014
Minutes of June 23, 2014
Minutes of February 17, 2015
Minutes of March 2, 2015
Minutes of April 6, 2015
Minutes of May 4, 2015

Public Comment on Agenda Items Only

Approval of schedules of billing, requisitions, and change order as presented for: November 2015

Approval of Department Reports:

Fire Department and Ambulance
Police Department
NEDC Committee
Public Works Report
Codes Department
Mayor's Report
Borough Manager's Report

Presentation:

Ms. Rachel Yanich

Request for Relief from Sewer
Bill for 2691 South 3rd

Communication:

Dauphin County Office of Tax Claim Bureau

Notice of Repository Property
Sold

Capital Region Council of Governments

Reminder to RSVP for CapCOG
Annual Dinner

DHI Engineering Services

Notification of Dura-Bond Pipe
LLC's Application to DEP for
the Renewal to Title V Air
Quality Permit

COMCAST

2015 FCC Form 1240 and Form
1205 Filings

Dauphin County Office of Tax Assessment

Notice of Change in Assessment

Unfinished Business:

New Business:

Mr. Brown

Resolution 2015-R-____
Setting Annual Salaries and
Benefits for Non-Uniform and
Non-Union Employees for the
2016 Calendar year

Mr. Wion

Resolution 2015-R-____
Establishing the Police
Pension Contribution for
2016

Mr. Wion

Resolution 2015-R-____
Appointing MRP Chief
Administrative Officer (CAO)

Ms. Marcinko

Motion to Move Codes
Department Under the
Supervision of the Borough
Manager's Office

Mr. Brown

Update on Minutes

Mr. Brown

Advertised Dates for 2016
Council, Authority, and
Committee Meetings

Audience Participation

Council Concerns

Executive Session

To discuss personnel issues.

Other Business

Adjournment

**Minutes
Steelton Borough Council Meeting
December 21, 2015**

Present:

Council President Jeffery Wright
Council Vice President Maria Romano Marcinko
Councilwoman MaryJo Szada
Councilman Stephen Shaver
Mayor Thomas Acri

Absent:

Councilwoman Denae House
Councilman Brian Proctor
Councilman Michael Albert

Staff:

Douglas E. Brown, Borough Manager
Susan Spangler, Codes Administrative Staff
Howard Gray, Property Maintenance Officer
Anthony Minium, Officer in Charge
David A. Wion, Solicitor

Call to Order:

The December 21, 2015, meeting of the Steelton Borough Council was called to order by Council President Jeffrey L. Wright at 7:15 pm. The meeting was delayed until 7:15 due to the lack of a quorum.

Pledge of Allegiance:

The Pledge of Allegiance and a moment of silence was led by Mayor Thomas F. Acri.

Executive Sessions between Meetings:

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

Approval of Minutes from Previous Meeting:

Mr. Wright entertained a motion to approve the minutes of the December 7, 2015, Steelton Borough Council meeting. Mr. Shaver motioned to approve the minutes, which was seconded by Ms. Marcinko. Council voted unanimously to approve the minutes.

Approval of minutes of previous meetings as presented:

Councilman Wright entertained a motion to approve the minutes as presented for the following meetings of Steelton Borough Council:

Minutes of October 7, 2013

Minutes of January 6, 2014
Minutes of March 17, 2014
Minutes of April 7, 2014
Minutes of June 23, 2014
Minutes of February 17, 2015
Minutes of March 2, 2015
Minutes of April 6, 2015
Minutes of May 4, 2015

Ms. Marcinko made a motion to approve the minutes as presented as listed above. Mr. Shaver seconded the motion. Council voted unanimously to approve all sets of minutes as presented.

Public Comment on Agenda Items Only:

Mr. Wright opened the floor for public comments on agenda items only.

Mr. Markis Millberry – 349 Spruce Street

Mr. Millberry asked if the minutes approved at the meeting constituted the remainder of minutes that are outstanding from the past. Mr. Brown replied that there are still approximately five sets of minutes left to complete before the Borough is completely caught up.

Mr. Millberry asked who is drafting the minutes. Mr. Brown replied that he is drafting the minutes at home along with his wife as well as Ms. Marcinko. Mr. Brown also stated that Ms. Kim Fisher has been drafting minutes for the Borough per an arrangement previously made.

Mr. Millberry asked if Ms. Fisher is being paid to complete minutes. Mr. Brown replied that she is being compensated for the minutes she completes.

Mr. Millberry asked the cost of Ms. Fisher's services. Mr. Brown replied that Ms. Fisher received \$150 per set of minutes that she completed.

Approval of Schedule of Billings, Requisitions, and Change Orders as Presented for November 2015:

Mr. Wright entertained a motion to approve the schedule of billings, requisitions, and change orders as presented for November 2015. Ms. Marcinko motioned to approve the schedule of billings, requisitions and change orders as presented for November 2015. Ms. Szada seconded the motion. Council voted unanimously to approve the motion.

Approval of Departmental Reports as Presented:

Mr. Wright opened the floor for discussion and approval of the following departmental reports:

Neighborhood and Economic Development
Police Departmental Report
Codes Office Departmental Report

Fire and Ambulance Department Report
Public Works Departmental Report
Mayor's Report
Borough Manager's Report

Mayor Acri announced that Officer in Charge Anthony Minium will give Council an update on police regionalization talks.

Mr. Minium stated that on December 10th, Mr. Minium, Mayor Acri, and Mr. Brown attended a roundtable meeting with representatives from Lower Swatara Township, Middletown Borough and Highspire Borough in reference to the potential regionalization or merger of police departments.

Mr. Minium stated that the meeting was productive and included significant concern amongst representatives from all four municipalities regarding the findings of the Dauphin County report on regionalization. Mr. Minium stated that there were concerns over the costs of start-up fees associated with regionalization. Because of concerns over whether or not the regionalization options presented by the county will result in true savings, the representatives present at the meeting agreed to have the Commonwealth conduct a regionalization for their respective departments. Mr. Minium stated that the study would be funded by a grant through the state and that Middletown Borough is taking the lead on coordinating with the Commonwealth to conduct the study.

Mr. Minium stated that the four municipalities, on a recommendation from Mayor Acri, will also be exploring options for shared purchasing between the four municipalities for the purpose of cost savings.

Mr. Minium stated that the next meeting of the four municipalities will be in early January and he will inform Council of the status of talks.

Mr. Wright asked for clarification about Mr. Minium's report. Mr. Wright specifically wanted to know what the four municipality regionalization study will include. Mr. Minium replied that the study will include projected startup fees for regionalization as well as analysis of projected savings through shared purchasing which would allow each police department to maintain their own identity and organizational autonomy.

Mr. Wright inquired about the process of conducting the study and asked Mr. Minium to clarify that each municipality would bring the resulting report back to their respective governing bodies for review and consideration. Mr. Minium replied that Mr. Wright is correct.

Mr. Wright further asked for clarification that Steelton Borough Council will still have the authority to make the final decision on whether to regionalize or enter into any shared purchasing agreement. Mr. Minium and Mayor Acri replied that Steelton Borough Council will ultimately decide on the best option for the police department.

Ms. Marcinko asked if the four municipality study will look into the fee-for-service model. Mr. Minium stated that at the December 10th meeting, no representatives supported a fee-for-service model. Mr. Minium stated that all four municipalities agreed that if there is any reorganization of departments it will be in the form of a merger, not a fee-for-service structure.

Mayor Acri stated that if Steelton Borough goes with the recommendations of the county study, the Borough will only save money through cutting police officers. Mr. Minium stated that at this time every department in the four municipalities are at minimum manpower. Mayor Acri stated that service will suffer if the Borough followed the county plan due to cuts in staffing.

Ms. Marcinko asked if Middletown had already obtained grant funding to conduct the study. Mr. Minium stated that Middletown is in contact with a representative from the state Department of Community and Economic Development who provides regionalization studies to municipalities.

Mr. Wright stated that the state is currently at a budget impasse and that he does not feel that a state-funded regionalization study would be approved right now given the status of the state budget. Mr. Wright asked Mr. Minium to continue work on the project.

Mr. Shaver asked Mr. Minium to repeat the municipalities involved in the December 10th meeting and asked if Royalton Borough is involved. Mayor Acri replied that Royalton Borough is not joining in the discussions because of their small size.

Mr. Wright asked for any questions or comments about the public works report. Ms. Marcinko replied that the Borough is ready for the snow and has the salt needed to treat the roads if a snow event occurs.

Mr. Wright noted that he had talked to Mr. Proctor, Chair of the NEDC Committee, and there was nothing to report.

Mr. Wright asked Mr. Brown to update Council on the Codes Office. Mr. Brown stated that Mr. Amrinder Singh, a Codes Enforcement Officer in Reading, will be starting with the Borough on January 18th as the Codes Enforcement/Zoning Officer and head of the Codes Department. Mr. Brown noted that Mr. Singh continues to get additional certifications through the state Department of Labor and Industry.

Mr. Brown stated that the arrangement with Highspire Borough to perform interim Codes work for the Borough has been working well. Further, Mr. Terence Watts from Highspire has been working successfully with staff to address issues like zoning, condemnation of properties, etc.

Mr. Brown stated that the office is doing well given the current lack of a department head but that they are very much looking forward to Mr. Singh starting.

Mr. Wright asked if there were any further comments or concerns before he entertains a motion to approve the departmental reports as presented. No questions or comments were offered.

Mr. Wright entertained a motion to approve the Departmental Reports as presented. Mr. Shaver made a motion, seconded by Ms. Marcinko. Council voted unanimously to approve the reports.

Presentation: Ms. Rachel Yannich, 524 Third Street, Swatara Township, Request for Relief on Sewer Bill for Property at 2691 South Third Street

Mr. Wright asked Ms. Rachel Yannich to address Council about her request for relief on her sewer bill for 2691 South Third Street.

Ms. Yannich stated that she lives in Swatara Township but owns a property in the East End of Steelton. Ms. Yannich stated that her sewer/water issue has been a long time coming and that she has been waiting a while to address Council.

Ms. Yannich stated that she could never get a hold of anyone in order to be scheduled on the agenda in the past.

Ms. Yannich requested relief on billing for two specific quarters. One quarter was for 42,000 gallons of water, the second quarter was for 68,000 gallons of water. Ms. Yannich stated that she is being told that she has a leak somewhere, but that when she leaves her house the water gets turned off at the meter. She stated that the Borough tested her meter and said it was not faulty, but that her usage went back to normal after she replaced the meter. Ms. Yannich stated that she is not sure what the Borough needs from her in order to prove that noone is living at her property or that she is not using water.

Mr. Wright asked Ms. Yannich if she has addressed the Water Authority about her bill. She stated that she had done so. Mr. Wright then stated that Council can only make a ruling on the sewer portion of her bill.

Ms. Yannich stated that she did not use the 42,000 or 68,000 gallons of water and there is no one that lives at the location. Ms. Yannich stated that the only records she can give Council are the water records for the location where she lives and the electric bill from where she lives to show that she does not live at 2691 South Third Street and that noone lives at the location or uses water.

Mr. Wright asked Ms. Marcinko, Chair of Public Works, to address Ms. Yannich's situation as the Public Works Committee had reviewed her case. Mr. Wright then reiterated to those in attendance that they can only come before Council for sewer bill issues, not water bill issues. Mr. Wright stated that he turned the case over to the Public Works Committee which was supposed to work with Ms. Yannich on her issue.

Ms. Yannich stated that she had talked to Ms. Marcinko, Public Works Committee Chair, and that she had talked to the Mayor as well over the past year.

Ms. Marcinko stated that she believes that her conversation with Ms. Yannich included discussion of a domestic situation where someone could have entered the house and turned on the water. Ms. Marcinko stated that she informed Ms. Yannich that she needed to deal with the individual in the domestic dispute to seek restitution for the water/sewer bill if they are responsible for turning the water on during the aforementioned quarters. Ms. Marcinko stated she further reviewed Ms. Yannich's case with the Borough Solicitor, Mr. Wion, and that there is a recent court ruling that states that if a customer can prove that the water did not go into the sewer system (leak, filling a swimming pool) then Council can provide relief on the customer's bill. Ms. Marcinko stated that if Ms. Yannich can provide such proof Council can discuss relief on the bill.

Ms. Yannich replied that she had Borough Water Distribution staff in her house multiple times and

they have confirmed that there are no leaks in the house. Ms. Marcinko replied that if there are no leaks and it has been confirmed multiple times, then the water must have went through the meter and to the sewer system. Therefore, there will not be relief given on Ms. Yannich's bill unless she can prove the water used during the two quarters in question did not go through the sewer system.

Ms. Marcinko stated that if someone did go into the property and turned on the water to let it run, it went through the system, including the water meter. Because there is no leak or proof at this point, the Borough cannot give relief at this time, stated Ms. Marcinko.

Ms. Yannich stated that the water is currently turned off and that she used to go to the property every day to check and see if someone was in the property. She stated that noone but her turned the water on or off. Ms. Yannich stated that her neighbors can confirm that noone other than Ms. Yannich has been at the house and that she is not sure what else she has to provide to the borough to receive relief on her bill.

Ms. Marcinko stated that if there were no leaks and the water meter tested as accurately reading water usage, the water was used and there is no recourse or relief the Borough can provide. Ms. Marcinko stated the the Borough pays the City of Harrisburg for sewage treatment based on water consumption in the Borough, including consumption at Ms. Yannich's property. Ms. Marcinko stated that the Public Works Committee recommends providing no relief on the bill at the current time given the lack of evidence that the water was not used.

Ms. Yannich stated that her ex-partner who could be suspected of turning the water on was not in her house. She stated that he has never been in the house based on what her neighbors have told her. Ms. Yannich stated that she has an attorney who will take her case and she will be litigating her case against the Borough.

Communications:

Mr. Wright shared the following pieces of communications received by the Borough:

Dauphin County Office of Tax Claim Bureau, Notice of Repository Property Sold

Capital Region Council of Governments, Reminder to RSVP for CapCOG Annual Dinner

DHI Engineering Services, Notification of Dura-Bond Pipe LLC's Application to DEP for the Renewal of Title V Air Quality Permit

Comcast, 2015 FCC Form 1240 and Form 1205 Filings

Dauphin County Office of Tax Assessment, Notice of Change in Assessment

Mr. Shaver questioned if there is a mobile home on Lincoln Street, then noted his understanding that this notice is due to new construction.

Unfinished Business:

None.

New Business:

Mr. Brown, Resolution 2015-R-43 Setting Annual Salaries and Benefits for Non-Uniform and Non-Union Employees for the 2016 Calendar year

Mr. Brown shared that this resolution establishes the annual salaries, hourly wages and employee benefits for non-uniform, non-union employees of the Borough including himself at a salary of \$80,000, Ms. Rosemarie Paul at a salary of \$53,560 plus \$1,000 bonus in 2015 in recognition of performance and duties while the Borough Manager Position was vacant, and Mr. Amrinder Singh for \$62,500. Mr. Brown noted that the resolution includes that he is not eligible for the Borough's Health Insurance Program as per his employment agreement.

Mr. Shaver made a motion to approve Resolution 2015-R-43, which was seconded by Ms. Marcinko. The motion carried.

Mr. Wion, Resolution 2015-R-44 Establishing the Police Pension Contribution for 2016

Mr. Wion stated that annually pursuant to the Collective Bargaining Agreement between the Borough and the Steelton Borough Police Association, Council looks at the contributions that are required by each officer for the pension plan which is for the police individuals. Also, the Borough's Police Pension Plan Ordinance requires the mandatory contribution and through the determination of the pension plan and the actuary, the member contribution will be fixed at 5% of monthly compensation for the period of January 1, 2016, through December 31, 2016.

A motion was made by Ms. Marcinko and seconded by Dr. Szada. The motion carried.

Mr. Wion, Resolution 2015-R-45, Appointing MRP Chief Administrative Officer (CAO)

Mr. Wion stated that that the Municipal Pension Plan Funding Standard and Recovery Act (Act 205 of 1984) requires that pension reports be prepared under the supervision and the direction of the Chief Administrative Officer of the Municipality. Resolution 2015-R-45 appoints the Borough Secretary as the Chief Administrative Officer of its Police and Non-Uniformed Pension Plan(s) effective December 21, 2015.

A motion was made by Ms. Marcinko and seconded by Mr. Shaver. The motion carried.

Councilwoman Marcinko, Motion to Move Codes Department Under the Supervision of the Borough Manager's Office

Ms. Marcinko shared that Council previously approved to move the Codes Department under the Police Department. With the arrival of Mr. Singh, the Codes Department will now be a separate Department, with Mr. Singh being the Director of the Department, and reporting to Mr. Brown.

A motion was made by Mr. Shaver and seconded by Ms. Marcinko. The motion carried.

Mr. Brown, Update on Minutes

Mr. Brown shared that five sets of minutes remain to be completed. For 2015, 19 sets of minutes were completed. For 2014, there were an additional 6 sets completed and several others which are being worked on. For 2013, there are three remaining sets. Overall, around 30 sets were completed since October. Mr. Brown shared that he is confident the remaining minutes will be completed by January 2016.

Mr. Brown, Advertised Dates for 2016 Council, Authority, and Committee Meetings

Mr. Brown shared that for Council's information, they are required to advertised meetings of Council, the Authority and the various committees. Mr. Brown provided a list of the scheduled meetings and noted that they will be available on the Borough website and have been advertised in the Patriot News.

Mr. Wion, Safety Risk Manager

Mr. Wion shared that in May 2015, Council passed Resolution 2015-R-13 which was a resolution recognizing that the Borough's insurance carrier, Penn Prime Insurance Trust, provides a loss control initiatives program. They require the Borough to designate a safety risk management contact who is responsible for loss control risk management under their loss control initiatives. Mr. Wion indicated that the adoption of 2015-R-13 resolved that the Borough would appoint a safety risk management contact that would be responsible for loss control risk management and implement the Penn Prime's insurance trust loss control standard #2. At the time the resolution was adopted, Council appointed Mr. Ken Klinepeter, then Public Works Director, as the contact person. Mr. Klinepeter is no longer employed by the Borough and Mr. Wion suggested that Council name another contact person. Mr. Wion suggested that Mr. Brown be designated as the safety risk management contact person.

Ms. Marcinko shared that this action lowers workers compensation costs.

Ms. Marcinko made a motion which was seconded by Mr. Shaver. The motion carried.

Audience Participation:

Mr. Dennis Heefner, 337 Swatara Street

Mr. Heefner shared that on River Alley, Front Street, and Swatara Street, the 'lot where the billboards are,' there is a truck and a white Ford that drive over the curb and pavement and parks on the lawn. According to Borough ordinances you can't park on grass. Further, it has to be a paved or graveled surface. Mr. Heefner requested that someone look into this.

Mr. Heefner also reminded Council that it is the Code Officer's responsibility to deliver meeting packets to the Planning Commission and the Zoning Hearing Board. Mr. Heefner stated that the Planning Commission must receive the plans it reviews 14 days prior to a meeting. Mr. Heefner stated that Dr. Kambic will be moving forward with his project at the old Moose Building and it will require Planning Commission review. Mr. Heefner wanted to inform Council about deadlines in order for the review process to go smoothly.

Mr. Mike Segina, 2117 South Second Street

Mr. Segina thanked Mr. Shaver, Dr. Szada, Ms. House, and Mr. Albert for their years of service.

Council Concerns:

Mr. Shaver

Mr. Shaver wished everyone a Merry Christmas and a Happy New Year. Mr. Shaver thanked everyone for their support over the years he served on Council.

Mr. Shaver indicated that he wanted to reach out to Mr. Brown regarding a project Arcelor Mittal has been working on in the main office building. Mr. Shaver indicated that he wasn't aware if the project was permitted or not. Mr. Shaver stated that there is a metal walkway that goes behind the office and it appears that it was replaced. Mr. Shaver shared that there has been concerns in the past with Arcelor Mittal submitting proper permits.

Mr. Shaver thanked members of Council, the Borough Manager, Mr. Wion, Mayor Acri and the Borough staff. Mr. Shaver shared that staff is what makes the Borough work.

Mayor Acri

Mayor Acri wished everyone a Merry Christmas and a safe and happy New Year. Mayor Acri thanked Doctor Szada for her years of service and noted that her experience as a physician was an asset to Council. The Mayor wished Doctor Szada luck in the future.

Mr. Wion

Mr. Wion thanked Doctor Szada for the time and attention she has paid to a number of matters. Mr. Wion stated that Dr. Szada was committed to making sure Council fully reviewed situations before the Borough. Mr. Wion pointed out that Dr. Szada always approached situations with an analytical mind in order to look at problems and was an asset to Council. Mr. Wion stated that he would miss her and her contributions.

Mr. Brown

Mr. Brown wished everyone a happy holiday season and echoed the sentiments with regards to Dr. Szada and Mr. Shaver. Mr. Brown stated that he would miss them.

Ms. Marcinko

Based on the noise complaints Ms. Marcinko received regarding DuraBond, Ms. Marcinko shared that she, the Borough Manager, and the Acting Police Chief met with the owner and had a productive meeting. Mr. Marcinko shared what actions cause the noise and that a system is in place to properly alert the public of the noise. Information will be shared on Crime Watch as a newflash as well as the Borough websites and social media.

Ms. Marcinko thanked Dr. Szada and Mr. Shaver for their dedication and service to the community. Ms. Marcinko shared that their service began when they were children. Ms. Marcinko shared that she would miss them and wished them well.

Ms. Marcinko wished everyone a holiday season.

Mr. Wright

Mr. Wright offered comments thanking Dr. Szada and Mr. Shaver for their service.

Doctor Szada

Dr. Szada offered personal remarks to each Council member for their service as well as Mr. Wion and Mr. Brown.

Dr. Szada thanked the staff of the Borough, which she noted is minimal and underpaid, who work to get the job completed.

Dr. Szada indicated that she had words for the community and that over the last 18 months she sat in her position as a council member and silently listened. Dr. Szada said that she did not lash back at anyone out of respect for the position and her fellow Council members.

Dr. Szada shared that she has been slandered, defamed, lied about, ridiculed privately and publicly. Dr. Szada shared that for those individuals who criticize government and Borough Council for not being honest and investigating issues, she advised those individuals to look into the mirror and reflect upon themselves.

Dr. Szada said that she has been defamed for things individuals did not investigate. Dr. Szada acknowledged that there was a problem with the office as well as the license; however, individuals failed to look into the complete details. Dr. Szada said as leaders of the community, individuals must look into full details. Dr. Szada said that the punishment received far exceeded the guilt.

Dr. Szada said that there were lies told about her. Dr. Szada said that individuals who retaliated had their own agenda to serve. Dr. Szada reflected upon scripture and said towards those individuals who consider themselves Christians, "let he who is without sin cast the first stone." Dr. Szada advised that individuals 'put their stones back in their pockets' or 'drop them on the ground' because there is no one without their own feelings or 'sins.'

Dr. Szada advised individuals to stop criticizing others without the full details of truth. Dr. Szada shared that she is aware of local connections with media and the Medical Licensing Board; however, due to her respect of the Borough and Council she did not share her knowledge.

Dr. Szada said that for those who want to destroy her life, they will not succeed.

Dr. Szada thanked her colleagues for being her true friends. Dr. Szada said that she would be there for anyone who would ever need her. Dr. Szada noted that Mayor Tom Acri is one of the finest people

she has ever known and that his heart is in the Borough and always will be in the Borough.

Dr. Szada reminded individuals that slander is when an individual tells a lie that they know is not true and reiterated that individuals should look in the mirror.

Dr. Szada wished everyone a happy holiday season. Dr. Szada shared that she hopes the new Council members who will start their positions in January have 'tough skin.' Dr. Szada said that she will be watching the moves of individuals and will point towards their decisions but do so in proper, professional and courteous way.

Mr. Wright

Mr. Wright thanked the out-going members, including Doctor Szada, Mr. Shaver, Mr. Albert, and Ms. House, for their service.

Mr. Wright shared that he looks forward to working with the new members of Council.

Executive Session:

A motion was made to move into Executive Session at 8:20 p.m. to discuss potential litigation and personnel issues by Councilman Shaver and seconded by Ms. Marcinko. The motion carried.

Adjournment:

Council returned to regular session at 9:01 pm.

President Wright entertained a motion to adjourn the Borough Council meeting of December 21, 2015, which was made by Mr. Shaver and seconded by Ms. Marcinko. The meeting was adjourned at 9:03 pm.

Respectfully Submitted,

Douglas E. Brown
Borough Secretary