

**STEELTON BOROUGH COUNCIL AGENDA**  
April 20, 2020

## **Call Meeting to Order:** President Proctor

## **Pledge of Allegiance:** President Proctor

#### **Moment of Silence: Mayor Marcinko**

## **Council Meeting Roll Call: President Proctor**

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

## **Public Comments for Agenda Items Only**

**Approval of schedule of billing, requisitions, and change orders as presented for:  
February, 2020; March, 2020**

## **Unfinished Business:**

Anne Shambaugh

Approve HRG Recommendation to Award Bid for Skate Park Phase II to Armet Concrete for a Total base Bid of \$219,519.14 plus one of two Alternate Bids- Remove and Dispose of Playground Equipment for \$ 5,000.00, or Remove and Reinstall Playground Equipment for the Amount of \$10,000.00.

Anne Shambaugh

**Approval of HRG Recommendation to  
Award Storm Sewer Relocation Contract to  
E. K. Services, Inc. for the Amount  
of \$1,274,596.95.**

## New Business:

Mr. Wion

Request from Dauphin County Land  
Bank Authority for Exemption from Real  
Estate Taxes for 158 1/2 Daron Alley

Mr Wion

**Request from Dauphin County  
Redevelopment Authority for Relief from  
2019 Real Estate Taxes for 16 Land**

Mr. Wion

## Approval of the Service Agreement between Steel Works, LLC and the Borough of

	Steelton
Anne Shambaugh	Endorse Dauphin County Commissioners Request to Waive Penalties on 2020 County Real Estate Taxes.
Mr. Wion	Approval of Resolution 2020-R-16 Resolution Authorizing the Acquisition Of Tract of Land from Steel Works, LLC For A Public Purpose.
Anne Shambaugh	Ratification of Funds for Covid-19 Related Items.
Anne Shambaugh	Ratification of Declaration of Disaster Emergency by Mayor Marcinko.
Anne Shambaugh	Ratification of Agreement with Windstream for Video Conference Services for a 90 day free trial.



**The following items are for informational purposes and will not be discussed in this meeting, unless there are questions about the information therein contained.**

#### **Department & Committee Reports:**

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

#### **Communications:**

Harrisburg Promise Program	Thank You Letter
The Foundation for Enhancing Communities	Thank You Letter
HACC Foundation	Thank You Letter

Dauphin County Office of Commissioners	Announcement of Skate Park Phase II Project Grant for \$90,000.00
Dauphin County Economic Development Corp.	Announcement of \$5,000.00 Tourism Grant
Dauphin County Tax Collection Committee	Announced the Extension of State Tax and Earned Income Tax Filing Deadlines to July 15, 2020.

**Public Comments:**

**Council Concerns:**

**Executive Session:**

**Other Business:**

**Adjournment:**

## STEELTON BOROUGH COUNCIL MEETING MINUTES

April 20, 2020

### Present per Roll Call of the President:

Brian Proctor, President	Maria Marcinko, Mayor
Mike Segina, Vice President	Dave Wion, Solicitor
Keontay Hodge, President Pro Tem	Anne Shambaugh, Borough Manager
Denae House	Randy Watts, Engineer - HRG
William Jones	Mike Musser - Consultant
William Krovic	Anthony Minium, Police Chief
Natasha Woods	Aaron Curry, Codes Director
	Thomastine Leggett-Robinson, Exec. Asst.
	Renee Drayton Bowers, Exec. Asst.

### Absent with Cause: Gene Vance, Keith Miller, and Olivia Palermo

In compliance with Governor Wolf's orders regarding Corvid19, the Steelton Borough Council meeting was conducted by video/telephone conference. President Proctor opened the meeting at 6:30 p.m. by calling the roll of persons who are attending the meeting. He then led the assembly in the Pledge of Allegiance. Mayor Marcinko led the group in a Moment of Silent Reflection.

There was no review or approval of the minutes from the March 2, 2020, Council Meeting.

There were no comments from the public on agenda items.

After review, ***Ms. Hodge moved that the schedule of billing, requisitions, and change orders for February 2020 and March 2020 be accepted. Mr. Jones seconded the motion, which was approved by a unanimous vote of the Council.***

### Unfinished Business:

Ms. Shambaugh requested the Council approves the recommendation from HRG regarding the award of the Bid for Skate Park Phase II. It was noted that the bid included a second option for the removal and reinstallation of the Tot Lot play equipment. Ms. Hodge asked if the new Lot would have a swing set for children with disabilities. She also asked if the Borough would have uniform Tot Lot equipment, or if each park would have its style of equipment. President Proctor informed her that the Recreation Committee would review and recommend equipment, so all the playgrounds may not have the same equipment. Ms. Woods asked if the old equipment would be discarded, or if in good condition, used at some other location. Both Ms. Hodge and Mayor Marcinko reminded the Council of discussions about placing the used equipment at the Boat Dock. Mr. Watts said that the contract stated the equipment would be removed and discarded; however, he would discuss the possibility of the contractor removing and placing the equipment at another location. Mr. Segina suggested that if the Council was considering re-locating the equipment to another location that the higher bid should be passed. Mr. Wion pointed out that he thought the re-install was to place the equipment back into the same area. Mr. Wion referred the question to Mr. Watts, who confirmed that the bid was to re-install the equipment at the same

location. Mr. Wion restated that the reinstallation at another place is not consistent with the contract. Mr. Musser recommended passing the base price plus the first alternate price, then contact the contractor to get the cost of placing the equipment to another location. If the additional cost is not substantial (no greater than 25% of the bid), it could be accepted without having to re-bid the project. A change order could be used to cover the price increase. Mr. Wion said that the change order would be reviewed at the time the additional cost is received. Mr. Wion also warned the Council that it would be liable for injuries caused by broken equipment if it was sold or given to another entity. He made it clear that under those circumstances, the equipment should not be donation directly by the Borough. ***Ms. House moved that the contract for Phase II of the Skate Park Project be awarded to Armet Concrete for the base bid of \$219,519.14 plus \$5,000.00 for the removal and disposal of the equipment. The total cost of the project is \$224,519.14. The motion was seconded by Mr. Segina and was passed by the Council.***

Ms. Shambaugh requested the Council approves the HRG recommendation to award the Storm Sewer Relocation Contract to E. K. Services, Inc. She reminded the body that the contract called for the installation of one mile of 72" storm sewer pipe. The company would complete work on Phase I and II of the contract. Mr. Wion stated approval of the agreement depends on receipt of a bond from the company, and authorization from the Borough to sign all the documents. ***Ms. Hodge moved that the contract for the completion of Phase I & II of the Storm Sewer Relocation Project be awarded to E. K. Services for \$1,274,596.95. Mr. Jones seconded the motion, which passed unanimously.*** Following the vote, Mr. Segina thanked Mr. Watts for his work on securing the contract. He stated that the agreement was below the anticipated cost.

#### **New Business:**

Mr. Wion presented information regarding the real estate tax for 158 ½ Daron Alley. ***Mr. Jones moved, and Ms. Hodge seconded the motion that the Dauphin County Land Bank Authority be exempt from paying 2019 Real Estate Taxes for 158 ½ Daron Alley. The motion passed unanimously.***

Ms. Shambaugh brought a concern forward. She stated that on May 20, 2012, the Council voted to adopt a Cell Phone Policy for the Borough. The policy affected Department heads, other employees as directed by the Council, and the Legislative body, which included Council members and the Mayor. She stated the policy allowed persons to receive up to \$50.00 reimbursement for conducting Borough business on their private cell phones. The request for payment had to be accompanied by a receipt. At the time, the bills were submitted, and the percentage of telephone calls for the Borough calculated. The policy indicated that once that percentage was determined, the persons were reimbursed up to \$50.00. Ms. Shambaugh then stated at the July 2, 2018 meeting, Council passed an increase to the stipend from up to \$50.00 to up to \$100.00, since cell phone usage for the Borough had increased. Ms. Hodge asked that Ms. Shambaugh reiterate that the stipend was up to, not the guaranteed receipt of the amount allotted. Mayor Marcinko stated that she was on Council in 2012 so she wanted to provide a historical review of the policy. She stated that if a Councilperson used a Borough telephone, they had to go through the bill and reimburse the Borough for non-Borough phone calls. At that time, there was no way to repay Councilpersons, who used their phone. She stated that the policy for reimbursement up to \$50.00 was the result of that activity. Ms. House asked Ms. Shambaugh,

who asked her to look into the issue of cell phone use. She responded that the Council President requested she research the policy. Ms. Shambaugh stated that in looking at the service contract, it appeared that the Borough could acquire an additional eight cell phones for a total cost of \$320 per month. She suggested that if each Councilperson and the Mayor got up to \$100.00 per month, using a Borough phone would result in a potential savings of \$480.00 per month. During the ensuing discussion, it seemed that a cost-saving was the best option. Mr. Wion noted that the use of the new phone would be restricted to Borough use only. Mayor Marcinko stated that she had her number for a long time, and she is not willing to have an additional number or carry two phones. The Mayor indicated her preference to keep her phone and not receive reimbursement. The Mayor further noted January 2020 she received a decreased refund from \$100.00 to \$50.00, and the leadership continued to receive \$100.00. Ms. Hodge clarified that her refund for Borough business, and did not receive \$100.00 for cell phone use. The Mayor restated things changed in January, and she was not aware that a change would occur. ***Ms. Hodge moved that the Borough provides Council Members and the Mayor with cellular telephones for Borough use only. Mr. Krovic seconded the motion. President Proctor called for a roll call vote:***

<b><i>Ms. House - table</i></b>	<b><i>Mr. Krovic - yes</i></b>
<b><i>Mr. Segina - yes</i></b>	<b><i>Ms. Woods - yes</i></b>
<b><i>Ms. Hodge - yes</i></b>	<b><i>Mr. Proctor - yes</i></b>
<b><i>Mr. Jones - yes</i></b>	

***The motion carried.***

Mr. Wion presented information regarding a request for relief from Real Estate Taxes. Following discussion, ***Mr. Segina moved that the request from Dauphin County Redevelopment Authority for Relief from 2019 Real Estate Taxes for 16 Land Parcels on Frank S. Brown Boulevard be accepted. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.***

President Proctor requested an update on the Borough's acquisition of 158 Daron Alley. Ms. Shambaugh reported that she and Ms. Sally Blunt have been unable to contact each other. She also stated that Ms. Blunt is aware that the Council authorized a \$1,000.00 down payment for the acquisition of the property once new paperwork is signed.

Mr. Wion requested Council approve a Service Agreement with Steel Works, LLC. Following his request, the issue was reviewed and discussed. The Service Agreement calls for a bond of 110% of the cost of improvements to be presented to the Borough. Mr. Watts determined that the upgrades will cost \$612,379.00. ***Mr. Jones moved, and Ms. Hodge seconded the motion to approve the Service Agreement between Steel Works, LLC, and the Borough of Steelton. Mr. Wion requested a roll call vote:***

<b><i>Mr. Segina - aye</i></b>	<b><i>Mr. Jones - aye</i></b>	<b><i>Mr. Proctor - aye</i></b>
<b><i>Ms. Hodge - aye</i></b>	<b><i>Mr. Krovic - aye</i></b>	
<b><i>Ms. House - aye</i></b>	<b><i>Ms. Woods - aye</i></b>	

***The motion passed unanimously.***

Ms. Shambaugh presented a request for support from the Dauphin County Commissioners. Following discussion, ***Mr. Segina moved, and Ms. House seconded the motion that the Council Endorses Dauphin County Commissioners Resolution 2020-10 Deferring Interest and Penalties on 2020 County Real Estate Taxes. The motion passed unanimously.***

Mr. Wion requested Council approve a Resolution regarding the acquisition of land. ***Mr. Jones moved, and Mr. Segina seconded the motion that Resolution 2020-R-16, Authorizing the Acquisition of a Tract of Land from Steel Works, LLC for a Public Purpose and Approval of the attached Agreement. The motion passed by a unanimous vote of the Council.***

Ms. Shambaugh requested Council ratify the use of funds for Covid-19 related items. She stated that as of 4/17/2020, the cost of the items and services was \$2,239.00. ***Mr. Segina moved, and Ms. House seconded the motion approving the use of funds to cover the cost of Covid-19 related articles. The motion passed by a unanimous vote of the Council.***

Ms. Shambaugh requested Council ratify the Declarations of Disaster Emergency issued by Mayor Marcinko. She stated that the law requires the weekly issuance of the Declaration. Mr. Wion suggested the Council approve the Mayor to make the Declaration as needed. According to Ms. Shambaugh, the Declaration allows the Borough to receive funding and assistance, as necessary, from FEMA and Dauphin County. ***Mr. Segina moved that the Emergency Declarations issued by Mayor Marcinko be approved and that she be authorized to issue all future Declarations until the Covid-19 crisis ends. Mr. Krovic seconded the motion, which passed unanimously.***

Ms. Shambaugh explained she has engaged in an agreement with Windstream to allow the video/telephone conference for this Council Meeting. This conference is being held at no cost to the Borough since the service is for a 90-day trial period. She requested the Council ratify the deal with Windstream. ***Ms. House moved, and Mr. Segina seconded the motion that the Council approves the agreement Ms. Shambaugh entered into with Windstream. The motion was passed by a unanimously.***

Ms. Shambaugh presented a Resolution she received on April 17, 2020. The Resolution involved the preparation of an application for funding a project on the public land donated by Steel Works, LLC. Mr. Wion provided additional information, including the fact that the application must be filed by April 23, 2020. ***Mr. Segina moved that the Council approve Resolution 2020-R-17 Authorizing the Submission of an Application to the Pennsylvania Department of Conservation and Natural Resources for \$350,000.00 to complete the Steel Works Brickyard Community Park Project. Ms. House seconded the motion, which passed unanimously.***

*The following items were included on the Agenda for informational purposes only, and were not discussed at the meeting.*

#### **Department & Committee Reports:**

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

Jr. Councilperson Report (Oral Report)  
Borough Manager's Report (Oral Report)

**Communications:**

Harrisburg Promise Program wrote a Thank You letter for a contribution the Borough made to the program.

The Foundation for Enhancing Communities thanked the Borough for the contribution it made to the Foundation.

The HACC Foundation thanked the Borough for the contribution made to the Harrisburg Promise Program.

The Dauphin County Office of Commissioners announced that the Borough is the recipient of a \$90,000.00 grant slated to for the Skate Park Phase II Project.

The Dauphin County Economic Development Corporation announced that the Borough is the recipient of a \$5,000.00 Tourism Grant.

The Dauphin County Tax Collection Committee announced that July 15, 2020, is the new deadline for filing State and Earned Income Tax.

There were no public comments made at the meeting.

**Members of the Council expressed the following concerns:**

Ms. House stated that she had no concerns at this time. She asked if the June 27, 2020 date for Steelton Fest will be changed. Mr. Proctor informed her that with the present pandemic, it is too early to make any decisions regarding the event. He is taking into consideration events sponsored by Dauphin County and other entities that might affect any dates set for Steelton Fest.

Mr. Jones had no concerns.

Mr. Krovic had no concerns but asked that everyone stay safe.

Ms. Woods thanked Ms. Shambaugh for making it possible for the Council to meet and carry on the business of Borough.

President Proctor advised Ms. Leggett-Robinson to remove Olivia Palermo from the roster since she has not been attending meetings.

Ms. Marcinko asked if she was correct in her understanding that she can continue to use her cell phone, but will receive no reimbursement for its use for Borough business. President Proctor responded in the affirmative.

Mr. Wion had no concerns.

Ms. Shambaugh thanked the Council for their patience as she tried to develop ways to continue Borough business during this crisis.

Chief Minium thanked Ms. Shambaugh for her work during this difficult time.

Ms. Hodge thanked Ms. Shambaugh and Ms. Leggett-Robinson for their work. She stated her hope that people were taking the necessary precautions to stay safe. She also noted that the Council was progressively moving forward, and there should be no contentions posted on Facebook or email. Ms. Hodge stated that Council members are supposed to lead by example.

Mr. Segina thanked persons for participating in the video/teleconference. He thanked all staff and Mr. Higgins for their work, going through the pandemic to keep the Borough running.

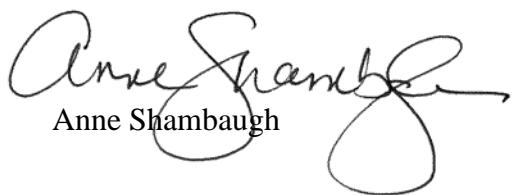
President Proctor thanked Councilpersons and staff for the work they do. He said that people don't understand how the Council works. The President stated that people could not undermine the work achieved over the past eight years, and the Council must work as a team to get things accomplished. He announced a meeting of Council leaders to evaluate the work of the Committees and possibly change some assignments.

Mr. Wion requested that the record reflect the advertisement of the date, time, and how the public could participate in the Council Meeting. He noted that no person from the public attended the meeting or made any email comments.

There was no Executive Session or Other Business conducted by the Council.

***Mr. Jones moved that the Council Meeting adjourns at 7:29 p.m. Ms. Hodge seconded the motion, which passed by a unanimous vote of the Council.***

Respectfully Submitted,



Anne Shambaugh