

# STEELTON BOROUGH COUNCIL AGENDA

May 18, 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:** March 2, 2020 and April 20, 2020

**Public Comments for Agenda Items Only**

**Approval of schedule of billing, requisitions, and change orders as presented for:**  
April, 2020

**Presentations:**

2019 Audited Financial Statements.

Strategic Management Plan prepared by Susquehanna Consulting Solutions, Inc.

**Unfinished Business:**

Anne Shambaugh Approval to Award Bid for Skate Park  
Phase II to Armet Concrete.

Anne Shambaugh Approve to Award of Storm Sewer  
Relocation Contract to E. K. Services, Inc.

**New Business:**

Anne Shambaugh Approval to move the Steelton Economic  
Development Corporation bank account  
from Santander to Mid Penn Bank.

Anne Shambaugh Ratification of Funds for Covid-19 Related  
Items in the amount of \$3,200.00 since  
April 17, 2020.



**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)
- Borough Manager's Report (Oral Report)

**Communications:**

PENNPRIME Insurance Trust

Letter of Appreciation to Police Department for their Contribution to the Community.

**Public Comments:**

**Council Concerns:**

**Executive Session:**

**Other Business:**

**Adjournment:**

## STEELTON BOROUGH COUNCIL MEETING MINUTES

May 18, 2020

### Present per Roll Call of the President:

Brian Proctor, President  
Mike Segina, Vice President  
Keontay Hodge, President Pro Tem  
Denaë House  
William Jones  
William Krovic  
Natasha Woods

Maria Marcinko, Mayor  
Dave Wion, Solicitor  
Ms. Shambaugh, Borough Manager  
Randy Watts, Engineer - HRG  
Mike Samson, ZA  
Justin Bell, ZA  
Ed Zack, Susquehanna Consulting Solutions  
Corey Troutman, Susquehanna C.S., Inc.  
Anthony Minium, Police Chief  
Aaron Curry, Codes Director  
Renee Drayton Bowers, Exec. Asst.  
Thomastine Leggett-Robinson, Exec. Asst.

### Absent with Cause: Gene Vance

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 attending the meeting. He then led the assembly in the Pledge of Allegiance. Mayor Marcinko led the group in a Moment of Silent Reflection.

Council reviewed minutes from the March 2, 2020, and April 20, 2020 meetings. **Mr. Segina moved that the minutes be approved as presented. Ms. House seconded the motion. The motion passed.**

### Public Remarks on Agenda Items Only:

Ms. Mary Ellen Roberts had a question for the Council; however, the issue was not related to the agenda. President Proctor advised her to raise her question during the public comment section of the meeting.

After review, **Mr. Segina moved that the schedule of billing, requisitions, and change orders for April 2020 be accepted. Ms. Hodge seconded the motion. The motion passed unanimously.**

### Presentations:

Messrs. Mike Sampson and Jason Bell from Zelenkofske Axelrod, LLC, reviewed the 2019 Audited Financial Statements prepared for Steelton Borough and the Steelton Water Authority. Mr. Proctor asked for copies of some specific invoices mentioned in the report. Mr. Wion questioned the figures reported on page four of the report. **Ms. Hodge moved that the**

***Steelton Borough Audited Financial Statement for 2019 be accepted, with the revision of the questionable figures, if necessary. Mr. Segina seconded the motion. The motion passed unanimously.***

***Mr. Segina moved, and Mr. Krovic seconded the motion that the 2019 Audited Financial Statements for the Steelton Water Authority be accepted as presented. The motion passed unanimously.***

Messrs. Cory Drummond and Ed Zack made a preliminary report of the Strategic Management Plan prepared by Susquehanna Accounting and Consulting Solutions, Inc. The major points made during their presentation were:

- The Borough's operations are segmented by fund and consist of the following major operating activities:
  - General fund
    - Administration
    - Finance
    - Codes
    - Tax Collection
    - Police
    - Volunteer Fire
    - Emergency Management System
    - Planning/Zoning
    - Public Works
    - Recreation
  - Sewer Enterprise Fund
  - Water Authority (Assets were sold in 2019)
- Basic Information Impacts the Borough:
  - A decline in population and a drop in the median age of residents to 31.7 years of age.
  - There has been a decline in the number of housing units and property values.
  - There has been a decline in homeownership.
  - The majority of resident income is at or below the poverty line.
  - The above-listed factors place Steelton Borough below comparable statistics in both Dauphin County and the State of Pennsylvania.
- Finances
  - There was a temporary increase in the fund balance because of the sale of the Water System.
  - Funds from the sale of the Water System were used to pay off the Borough's debt.
  - The most significant use of Borough funds is in Public Safety.
  - The largest revenue source for the Borough is taxes.

- The Borough will operate at a deficit unless:
  - There is a reduction in spending.
  - New funding sources are found, or
  - There is an increase in current funding sources.

The Consultants provided the Council with several possible resolutions to the Borough's problem areas. The entire report will be reviewed, discussed, and action determined by Council members soon.

#### **Unfinished Business:**

Ms. Shambaugh requested the Council award the bid for Skate Park Phase II to Arment Concrete. She stated that Arment has submitted all the required documents. The documents have been reviewed and approved by HRG and Mr. Wion. ***Mr. Segina moved that the Arment Concrete Company be awarded the bid to complete the work for Skate Park Phase II and, the Council President and the Secretary be authorized to sign all necessary documents to finalize the agreement. Mr. Jones seconded the motion, which passed unanimously.***

Ms. Shambaugh requested the Council award the Storm Sewer Relocation Contract to E. K. Services, Inc. Further, the Council approved the mailing of the potential award letter at the last Council meeting. The company has submitted all of the required documents. The documents were reviewed and accepted by HRG and Mr. Wion. ***Ms. House moved that the Storm Sewer Relocation Contract be awarded to E. K. Services, Inc., and the Council President and Secretary be authorized to sign all documents necessary to finalize the agreement. Mr. Krovic seconded the motion, which passed unanimously.***

#### **New Business:**

Ms. Shambaugh removed the agenda item regarding the movement of funds for the Steelton Economic Development Corporation. The issue was referred to the Corporation for action.

Ms. Shambaugh asked the Council to ratify the use of funds for Covid-19 related items. She explained that the funds were used to clean Borough buildings, purchase masks, and hand sanitizer, and gloves for EMS, Police, Public Works, and Administrative Staff. The items purchased are reimbursable through FEMA. ***Ms. Hodge moved, and Ms. House seconded the motion that the Council approves the \$3,200.00 used to purchase Covid-19 related items from April 17, 2020, through May 18, 2020. The motion passed unanimously.***

Ms. House shared information regarding the improvements scheduled for Bailey Street Park. President Proctor explained that before the reorganization of the Council, Ms. Woods was Chair of the Parks & Recreation Committee. Ms. House is the current chair of the Committee. Mr. Chris Franklin approached the Borough about the memorial and refurbishing of the Bailey Street Park. However, Mr. Franklin was unable to follow through with the project, so the Borough assumed responsibility for refurbishing the park. President Proctor stated that T. R. Stoner presented a base bid of \$2,904.00 to replace the play structure. A second bid was received from

A2H for \$4,500.00 for removal and installation plus an additional \$800.00 for disposal. The President said that T.R. Stoner presented the lowest bid. **Mr. Jones moved that T.R. Stoner be awarded the bid to replace the play structure at the Bailey Street Park for \$2,904.00. The motion was seconded by Ms. House and passed unanimously.** Following information from the Council President, **Ms. Hodge moved that T. R. Stoner's bid of \$3,760.00 to remove the tree and brush be approved. Mr. Krovic seconded the motion, which passed by a unanimous vote of the Council.** The cost of the new equipment and installation is being donated by HRG, at the cost of \$ 14,696.16. Their donation will be acknowledged by the placement of a plaque. **Mr. Jones moved, and Ms. House seconded the motion that the Borough of Steelton approves and accepts HRG's donation and installation of new playground equipment at the Baily Street Park. The motion was passed unanimously by the Council.** The Council President presented the information that Easter Paving submitted a bid of \$14,850 for paving, plus \$1,900.00 for painting the playground. E. K. Services' bid to do the same work was \$41,714.00. A third quote was solicited; however, no bid was submitted. **Mr. Jones moved that the Council accept the total bid of \$16,750.00 from Easter Paving to pave and paint the playground. The motion was seconded by Ms. House and passed by a unanimous vote of the Council.** After discussion, **Ms. House moved, and Mr. Krovic seconded the motion that the bid submitted by Basketball Products International to supply baskets and basketball posts for \$ 7,300.00 be accepted. The motion was unanimously approved.** There was a discussion about the Monument and supporting structure. T. R. Stoner bid \$12,659.00. DH Landscaping, a division of Q. Jones, was the lowest bidder for landscaping at \$4,930.00. The landscaping includes the concrete bench, filter fabric, retaining walls, and pavers around Monument. **Ms. House moved that the bid be awarded to DH Landscaping for \$4,930.00. Mr. Jones seconded the motion which passed by a unanimous vote of the Council.**

Ms. Shambaugh presented information regarding the Borough's efforts to secure funding to develop a park at the Steelworks site. An application for funding was submitted last month. She requested Council approves a resolution allowing the Borough to apply for additional funding. The potential grant funding could be up to \$250,000.00. **Ms. House moved that the Council pass Resolution 2020-R-18, Approving the Submission of an Application for a Greenways, Trails and Recreation Grant, and Approve the Council President and Secretary to Sign All Necessary Application Documents. Mr. Krovic seconded the motion, which passed unanimously.**

The following items were placed on the agenda for informational purposes and were not discussed during this meeting.

#### **Department Reports:**

Fire Department and Ambulance for April 2020.

Police Department for March and April 2020.

Codes Department for March and April 2020.

**Communications:**

The Borough received a letter of appreciation for the Police Department from PENNPRIME Insurance Trust. Their dedicated work in and to the community-at-large was acknowledged.

**Public Comments:**

Ms. Mary Ellen and Mr. Jim Roberts addressed the Council regarding a problem with their sewer. The Robertses have had the Borough at their residence several times to flush the sewer line. They have also engaged a plumber. Their plumber thinks there is a hairline fracture on the main sewer, and will not guarantee the work he does until it is proven that the problem is not with the Borough sewer line. Sewer staff have photographed the sewer line and reviewed them with Mr. & Mrs. Roberts and Ms. Shambaugh. The Robertses requests staff and their plumber review and photograph the line together. It was agreed that Ms. Shambaugh and sewer staff will meet with the Robertses and their plumber on May 19, 2020. President Proctor assured the couple that the issue will be review and resolved.

**Council Members and staff expressed the following concerns:**


Ms. Wood thanked everyone for attending the meeting and encouraged persons to stay safe.

President Procter stated that he has heard more "scuttlebutt" within the past six months than he's heard during the seven years he has been a Councilman. He said that he has no problems with Ms. Woods, and has not engaged anyone to run against her. He acknowledged that he is developing some political strategies; however, he has only shared them with one person. President Proctor called the rumors despicable.

**There was no Executive Session held during this meeting.**

**The meeting was adjourned at 7:44 p.m.**

Respectfully submitted,

  
Anne Shambaugh, Secretary