

Steelton Borough Council Agenda

November 2, 2020

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence:

Approval of minutes from the October 19, 2020 meeting

Public Comment on Agenda Items only:

Presentation:

Shawn Gold

Proposed Art Sculpture Project

Randy Watts, HRG Engineer

October Engineer's Report.

Unfinished Business:

Ms. Shambaugh

Review and Approval of Windstream Enterprises Contract.

Mr. Wion

Ordinance 2020-2, Amending the Code of the Borough of Steelton PA, Chapter 86

Mr. Wion

Ordinance 2020-3, Amending the Code of the Borough of Steelton, PA, Chapter 92

New Business:

Ms. Shambaugh

Recommending November 4th Planning Commission Review on Steel Works, LLC's Request for Zoning Amendment. Public Hearing on the Request to be scheduled for December 7, 2020.

Ms. Shambaugh

Review and request to advertise the 2021 proposed General fund Budget.

Ms. Shambaugh

Review and request to advertise the 2021 proposed Sewer Fund Budget.

Ms. Shambaugh

Review and request to advertise the 2021 proposed Capital Improvement Fund Budget.

Communication:

PPL Electric Utilities

Process for the Evaluation of Electric Transmissions in Steelton Borough.

Public Comments:

Council Concerns:

Executive Session:

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

November 2, 2020

Present per Roll Call:

Brian Proctor, President	David Wion, Solicitor
Mike Segina, Vice President	Anne Shambaugh, Borough Manager
Keontay Hodge, President Pro Tem	Randy Watts, Engineer - HRG
Denae House	Anthony Minium, Police Chief
William Jones	Gene Vance, Fire Chief
Natashia Woods	Aaron Curry, Codes Director
	Renee Drayton Bowers, Exec. Asst.
	Thomastine Leggett-Robinson, Exec. Asst.

Absent with Cause: William Krovic, Maria Marcinko, and Keith Miller.

In compliance with CDC Guidelines regarding Covid-19, 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. Mr. Jones led the body in a moment of silence.

After review, ***Mr. Segina moved, and Ms. Woods seconded the motion to approve the minutes of the October 19, 2020 meeting as presented. The motion passed unanimously.***

Mr. Shawn Gold, a member of the public, was present. Since he was listed on the agenda to make a presentation, he made no comment at this time. No other members of the public attended, nor did any member of the public telephone, mail, or email questions or comments concerning agenda items.

Presentations:

Mr. Shawn Gold proposed placing a replica of the Golden Gate Bridge or other monument in the Steelton community. He is asking for Council's support moving forward with his vision. Community support and outside investments are being investigated to finance the bridge. Ms. Hodge asked about the significance of the Golden Gate Bridge. Mr. Gold explained that the steel produced at the Pennsylvania Steel Company, founded in 1877, made most of the steel used to build the bridge. He feels the project will emphasize Steelton's historical value and become an integral part of the revitalization project. Ms. Hodge said she thought it is a good idea and offered to talk with Mr. Gold to discuss the concept and methods to implement the project. President Proctor placed the project for work with the NEDC Committee. Ms. Woods asked about the size and possible placement of the replica. Mr. Gold said he thought placing

the project at the Borough entrance or exit would be beneficial. The size of the project will depend on the engineering, design, and available funds. Mr. Gold was instructed to work with the NEDC Committee.

Randy Watts, HRG Engineer, presented the October 2020 Engineer's Report. He provided an update on the two main projects under construction:

1. Skate Park – Arment Concrete Company completed Change Order #1. The work included building a plaza lane at the end of Phase II and building a deck and railing around the Phase I bowl. Arment requested a revision of Change Order #1b approved at the July 20, 2020 meeting. The approved quote was \$ 4,320.00. Mr. Watts reported that between July and the actual construction time, the cost of wood decking tripled. The actual price of construction materials was \$ 6,480.00. Arment is requesting a pay increase to \$ 8,640, which is double the original approved cost.
2. President Proctor clarified that Mr. Watts is requesting Change Order #1b be amended to increase the cost from \$ 4,320.00 to \$ 8,640.00. Mr. Segina asked when the original order was approved. Both President Proctor and Mr. Watts confirmed that the order was approved in July. Ms. Woods asked why this information is being presented now. Mr. Watts responded that the quote was made in July and signed off by the contractor in September; however, the material cost has increased. Ms. Woods asked for documentation of the increased cost. Mr. Watts stated that he would ask for documentation. The contractor requested the change hours before the meeting, so there was no time for a detailed discussion. Ms. Shambaugh noted that the work has been completed. Ms. Shambaugh added that the Borough has money in the grant to pay for the increase if authorized. Ms. Woods stated that the Council should have been notified of the increased cost before this time. Mr. Jones requested information regarding the timing of the price increase. Ms. Hodge stated that the price increased because the work was not completed when the Change Order was approved. Further, she contended that the Council should have been notified about the price increase before the work was completed. Mr. Segina requested that Arment consider splitting the cost of the difference in material cost. Mr. Watts reported the company says the actual cost of materials is \$ 6,480.00 plus a labor charge of \$ 2,160.00 makes the requested price \$ 8,640.00. He agreed to ask that the company and Borough split the materials increase. Ms. Hodge recalled a similar issue with the Public Works vehicle. She stated she does not support paying the increase and recommended that the matter be tabled until additional information can be obtained.
3. Front Street Storm Sewer Project work is complete, including storm sewer work up to and including the Turkey Hill property. Phase II work is on hold but should re-start in mid to late November. In coordination with ArcelorMittal, the work on Locust Street is scheduled for early December 2020.

President Proctor summarized the agreement with Mr. Watts:

- He will provide a breakdown of the Change Order #1b change request, including the provision of invoices and back-up documentation.
- He will comply with Council instructions to ask Arment if they are willing to split the material cost difference with the Borough.

Ms. Woods moved, and Mr. Segina seconded the motion to accept the October Engineer's Report as presented. The motion passed unanimously.

Unfinished Business:

Ms. Shambaugh presented the contract from Windstream Enterprises for a new telephone system for the Borough. The proposed contract and agreement were reviewed by Mr. Wion. His suggested changes were approved by Windstream legal staff. Ms. Shambaugh requested the Council authorize the contract and agreement. ***Ms. Hodge moved that Council authorize the contract and agreement with Windstream Enterprises for a new telephone system for Steelton Borough buildings. The motion was seconded by Mr. Segina and approved unanimously.***

Mr. Wion introduced an amendment to the recycling ordinance. As presented to Council at the October 19, 2020 meeting, the changes are required to meet the requirements of the 904 Grant. The Ordinance was advertised as needed, and he requested the Council's approval. ***Mr. Segina moved Council approve Ordinance 2020-02 Amending the Code of the Borough of Steelton PA, Chapter 86. The motion was seconded by Ms. Hodge and passed unanimously.***

Mr. Wion asked the Council to approve an amendment to the Solid Waste Ordinance. The amendment is required to become consistent with the agreement made with Harrisburg Waste Management. ***Mr. Jones moved that Council approve Ordinance 2020-03 Amending the Solid Waste Code of the Borough of Steelton, Chapter 92. Ms. Hodge seconded the motion, which passed unanimously.***

New Business:

Ms. Shambaugh explained that Steel Works, LLC provided conceptual designs for proposed building construction. The plans include constructing residential areas on both the first and second levels of commercial buildings. Currently, the Borough's Zoning Ordinance only allows residential areas on the second floor. Steel Works is asking for Council's support for the Ordinance change. Mr. Wion explained that Council should send a recommendation to both the Borough and Tri-County Planning Commissions for consideration. Within 30 days, the Council should hold a Public Hearing on the proposed Ordinance change and take whatever action is required. Ms. Shambaugh clarified that there will be no change to the zoning map; rather, the change will be in the Ordinance language. Ms. Hodge asked if the difference would be affected

by ADA compliance requirements. Ms. Shambaugh and Mr. Wion clarified that ADA compliance will not be affected since all of their requirements must be met in any construction type. President Proctor noted that having the ability to use both floors for residential areas will allow for the complete occupation of the buildings. Ms. Shambaugh said over the next few months, the Planning Commission will also review the Comprehensive Plan included in the Strategic Plan developed by Cory Troutman. ***Ms. Hodge moved that Council request both the Steelton Borough and Tri-County Planning Commissions review a change in the Zoning Ordinance language to allow residential areas on the first and second floors of commercial buildings. Further, a Public Hearing on the proposed Ordinance change will be held at the December 7, 2020, Council Meeting. Ms. Woods seconded the motion, which passed unanimously.***

Ms. Shambaugh presented the 2021 Budgets for the General Fund, the Sewer Fund, and the new Capital Improvement Fund. She reported that she, Mr. Segina, Ms. Woods, Ms. House, and Ms. Paul met every Thursday for five weeks. They reviewed recommendations and requests from Departments Heads, Committee Members, and other committees presented for inclusion in the 2021 budgets during their meetings.

Ms. Shambaugh reviewed the proposed 2021 General Fund Budget with Council.

The General Fund Budget is balanced at \$ 4,250,405.00. It includes:

- Increase in the cost of parking tickets. Ticket costs will double in an attempt to get compliance with parking laws. The increase is not designed to increase Borough revenue.
- Increase in Building Permits for commercial projects. Previous budgets allowed projects over \$ 50,000.00 to pay \$ 6.00 per \$ 1,000.00 of construction value. The 2021 budget allows \$ 12.00 per \$ 1,000.00 of construction value. This change brings the Borough's rates in line with standard rates.
- A new position for a Public Works Director was established. This is non-union management person reports directly to the Borough Manager and Council. The proposed salary is \$ 65,000.00 per year plus family benefits. The person would have responsibility for oversight of the Highway and Sewer Departments. Funding for the position is split evenly between the General and Sewer Funds.
- Another new position is Grant Administrator. This person will report to the Borough Manager, with responsibilities to assist with grant writing for all phases and departments. The individual would also provide additional assistance to other departments.
- Most Departments sustained a neutral decline in the smaller portions of the budget, and

- The total General Fund Budget experienced a slight increase because of the new positions and a rise of 10% for benefits.

The Sewer Fund Budget is balanced at \$2,108,644.00. Of note in the 2021 budget is:

- Revenue includes an increase in sewer fees of 1.5% effective January 1, 2021, with an additional 1.5% increase effective July 1, 2021. The sewer rate assessment study recognized a rise in cost for repairs and maintenance at the Hoffer and Felton Street Pumping Stations. Consideration for infrastructure changes and repairs were considered. The Sewer Rate Study conducted by HRG recommended a two-step increase process. The first phase is a stair-step increase during the first year designed to reduce the residents' financial pressure. The next phase is a 3% increase every other year over five years, and
- Cost of the new Public Works Director position.

Ms. Shambaugh discussed the new Capital Improvement Fund Budget. This budget is designed to manage any large projects for any Department in the Borough. This included infrastructure changes or repairs, vehicles, equipment, anything that might be acquired through a grant, and some items that cost over \$5,000.00. The current budget includes:

- The Pennsylvania Small Water Grant, which covers Phase II of the Storm Sewer Realignment Relocation Project.
- DCNR C2P2 Grant provides funds for completion of the Brickyard Community Park.
- RACP Grant
- Money to transfer back to the Sewer Fund to cover the cost of the installation of the new pumps, and equipment at the Felton Street Pump Station. Although the project has been approved, it probably will not be completed until 2021. The funds cannot be returned to the account until the project is completed.

Ms. Shambaugh noted that the Finance Commission was conservative in projecting the revenue on taxes because of the economic effects the pandemic may have on the residents of the Borough. She also shared a line item of \$23,000.00 was included in the Police Department Budget. The line item is to replace police radios; however, Chief Minium was informed that Dauphin County awarded the Department an \$80,000.00 grant toward purchase of the radios. The grant provides a significant cost reduction and reduces the Borough cost to \$ 2,000.00 for the next five years. If the Council agrees, the purchase of the radios will be made within the next few weeks. The first payment on the radios is due November 2021.

Mr. Segina moved that the 2021 General Fund Budget, 2021 Sewer Budget, and 2021 Capital Fund Budget be advertised and placed before the public for 30 days. The motion was seconded by Ms. Woods and passed unanimously.

Communications:

The Borough and its residents received a letter from PPL Electric Utilities describing the process developed to evaluate the Borough's electric transmissions.

Public Comments:

No members of the public were present to make comments. No members of the public submitted opinions or questions by mail, email, or telephone.

Council and Staff Concerns and Comments:

Ms. Woods thanked Ms. Shambaugh and the staff for preparations made for the Finance Committee. She also thanked them for their participation in the preparation of and attendance at the Halloween Parade. She reported that the Trunk or Trick event at Prince of Peace Parish went well. Ms. Woods asked for an update on the 101 Locust Street project. Ms. Shambaugh reported that Habitat for Humanity withdrew from the project because of the significant structural damage to the house. She said that grants from Dauphin County Community Development Block Grant, awarded to renovate the Locust Street Retaining Wall, could be reallocated to raze the house. A monument commemorating the historical value of the property will be erected at that location. Ms. Shambaugh is working with the County to secure the funds. She is also establishing a budget for the new focus of the project.

Ms. House thanked Ms. Shambaugh and the staff for their work on the budgets. She stated that the Halloween Parade went well, even though there were not many participants. She indicated that the concern about Covid-19 and the cold weather could have contributed to the minimum participation. She advised persons to stay safe and vote.

Mr. Jones thanked the Council for all the support being poured into the community. He reported that the Steelton Highspire United Halloween event went well, and the Borough's contribution was well received. He attended the Candlelight Service and said that it was very nice. Mr. Jones expressed excitement about the events and persons working together to make things happen in the community. He asked Ms. Drayton Bowers if the Steelton masks were ready for distribution. She responded yes.

Mr. Wion, Ms. Shambaugh, Chief Minium, Mr. Curry, and Ms. Leggett-Robinson offered no comments

President Proctor questioned the absence of Keith Miller. Ms. Shambaugh stated that he was invited to attend the meeting, and she will investigate his absence.

Ms. Drayton Bowers announced that the Food and Clothing Drive is scheduled for Saturday, November 7, 2020, at the Fire Station. She reported that she has obtained food from the Elks, the Food Bank and will purchase turkeys with donations to the project. She also noted her intent to submit a written request for turkey donations to Giant Food Stores. There is a concern about the sanitation of clothing collected, which could cancel the clothing drive.

Ms. Hodge thanked Ms. Shambaugh and the staff for their hard work. She stated that Ms. Shambaugh, Ms. Drayton Bowers, Chief Minium, and Mr. Curry were pivotal to everything

happening in the Borough. Ms. Hodge said that persons outside the Borough talk about how well staff is working with the community at-large, and how positive things are being done in the Borough. Ms. Hodge encouraged persons to remember the importance of voting. She stated that she hopes people understand that "becoming a part of the process will not stagnate the progress."

Mr. Segina thanked Ms. Shambaugh, Ms. Paul, Department heads, and everyone involved in the budget process for their involvement. He remembered that he and Ms. Shambaugh began laying the groundwork for the budgeting process in August. Mr. Segina also remarked how much he appreciates the contributions made by Mr. Wion.

Mr. Proctor expressed no comments or concerns. He asked if there was a need for an Executive Session. Ms. Shambaugh responded yes - to address personnel issues.

At 7:59 p.m., Mr. Segina moved, and Ms. Woods seconded the motion to for Council to move into Executive Session. The motion passed unanimously.

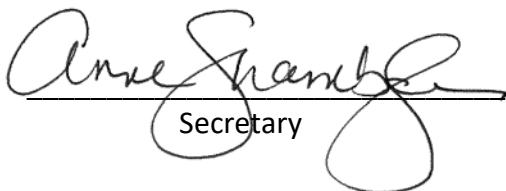
The Council resumed its regular session.

Ms. Hodge moved that Dennis Heefner's resignation from the Planning Commission be accepted effective November 1, 2020. Ms. Woods seconded the motion, which passed unanimously.

Ms. Hodge moved that Steve Mull be appointed to fill Mr. Heefner's unexpired term, effective November 1, 2020. Ms. House seconded the motion, which passed unanimously.

Mr. Segina moved that the Council meeting be adjourned at 8:01 p.m. The motion was seconded by Ms. House and passed unanimously.

Respectfully Submitted,


Secretary