

Steelton Borough Council Agenda
December 6, 2021

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Marcinko

Public Comment on Agenda Items only:

Presentation

Mayor's Award of Valor

Randy Watts, HRG Engineer

November Engineer's Report

Approval of Payment #8 to Arment
Concrete in the amount of
\$15,348.94

Unfinished Business:

Ms. Shambaugh

Update on the SEI Invoice to fix the
Paving Equipment

Ms. Shambaugh

Review and discussion of the
Buchart Horn Feasibility Study of
the Frederick S. Douglass Building

New Business:

Mr. Segina

Approval of the 2022 Steelton
Borough Operating Budget –
including General Fund, Capital
Improvement Fund, Liquid Fuels
Fund and Sewer Fund

Mr. Wion

Ordinance 2021 – 4 *Making
Appropriations for the Year 2022*

Mr. Wion	Resolution 2021-R-22 <i>Resolution of the Borough of Steelton Fixing Tax Rate for Fiscal Year 2022</i>
Mr. Wion	Resolution 2021-R-23 <i>Fixing Tax Discounts and Penalties on Tax Rates for the Fiscal Year 2022</i>
Mr. Wion	Resolution 2021-R-24 <i>Establishing Annual Salaries, Hourly Wages and Employee Benefits for Non-Uniform and Non-Union Employees for 2022</i>
Ms. Shambaugh	Approval of 2021 Audit Contract with Zelenkofske Axelrod LLC
Mr. Wion	Approval of Resolution 2021-R-25 <i>Appointing Independent Auditor for Fiscal Year 2021</i>
Chief Minium	Accept the resignation of Gertrude Saunders from the Civil Service Commission for the Borough of Steelton
Chief Minium	Request approval to the Steelton Italian Club to close Chestnut Street from 2 nd Street to River Alley and River Alley at Blackberry Alley just past the club entrance on Saturday, December 12 between 12 pm and 2 pm.

Public Comments:

Council Concerns:

Executive Session:

Ms. House

Review and discussion of Personnel
Items

Chief Minium

Request approval to send conditional
offers to Police Officers included in
the 2022 General Fund Budget

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

December 6, 2021

Present:

Brian Proctor, President
Mike Segina, Vice President
William Jones
Natashia Woods
Maria Marcinko, Mayor
Dave Wion, Solicitor
Ryan Gonder, Asst. Solicitor

Anne Shambaugh, Borough Manager
Randy Watts, Engineer
Anthony Minium, Police Chief
Gene Vance, Fire Chief
Aaron Curry, Codes Director

President Proctor opened the meeting at 6:31 p.m. Roll was not called; however, those present are listed above. Mayor Marcinko led the group in the pledge of allegiance and a moment of silence. Mr. Jones arrived at 6:33 pm.

Mayor Marcinko read into record email correspondence regarding Chief Minium and his dedication to Steelton Borough. The Mayor asked the correspondence be placed in the Chief's personnel file.

Mayor Marcinko presented the following Firefighters with the Mayor's Certificate of Appreciation and Commendation for their selfless actions on Friday, August 6, 2021 during a tragic fire at 441 S Front Street:

Derek Miller
Captain Colton Zalek
Lieutenant Robert Snavelly, Jr.
Battalion Chief Stephen Brubacher II
Deputy Chief Andy Mahalchick
Fire Chief Gene Vance

Mayor Marcinko presented the following Police Officers with the Mayor's Certificate of Appreciation and Commendation for their selfless actions on Friday, August 6, 2021 during a tragic fire at 441 S Front Street:

Art Etnoyer
Cory Allwein
Robert Doll

President Proctor thanked all members of the Fire and Police Departments who received an award for their courage on that fateful night and reminded those in attendance these individuals are special for their willingness to protect and serve others.

Presentations:

Mr. Randy Watts, Engineer from HRG, presented the November 2021 Engineer's Report and asked if a Change Order for the Daron Alley Demolition project could be discussed after his report.

Mr. Watts presented Pay Application #8 for Phase II of the Skate Park to Council for approval. He stated all work at the park has been completed and this is a portion of the withhold on the project. Mr. Jones asked if the playground equipment previously removed from the park would be replaced. Mr. Proctor stated the equipment was supposed to be put back but the parking lot took up a portion of the area. Mr. Segina stated there is a \$50,000 grant from the Giant Company for that project which will be done in 2022.

Motion made by Mr. Jones, seconded by Ms. Woods, to approve Pay Application #8 in the amount of \$15,348.64 to Arment Concrete for Phase II of the Skate Park. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mr. Jones, to add Change Order #1 for the Daron Alley Demolition Project to the agenda. Motion passed unanimously.

Mr. Watts presented Change Order #1 to Council for approval. He stated it extends the substantial completion date to December 31, 2021 and the final completion date to January 7, 2022.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Change Order #1 for the Daron Alley Demolition Project for an extension of time. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve the Daron Alley Demolition contract between Ben Washington and the Borough of Steelton in the amount of \$28,000. Motion passed unanimously.

Members of the public were present but made no comments. No forms of communication were received by the Borough Manager regarding agenda items.

Unfinished Business:

Ms. Shambaugh provided an update on the SEI invoice discussed at the previous Council meeting. She stated she reached out to SEI regarding the work done and requested a copy of the estimate be sent to her for review. To date, she has not received a copy of the estimate.

Mr. Proctor stated Keith Miller called him complaining about the paver not working. Mr. Proctor stated it was a day when Ms. Shambaugh was not in the office. Mr. Proctor told Mr. Miller to take it to SEI and get an estimate to get the paver working. After a brief discussion, Ms. Shambaugh requested approval to pay the invoice in the amount of \$2,815.21.

Mr. Jones asked if the paver was working and Ms. Shambaugh stated it is not. Mr. Jones stated he would like the paver to be fixed so it could be used.

Motion made by Mr. Jones, seconded by Ms. Woods, to have Ms. Shambaugh work with SEI to get an estimate on the cost to repair the paver so it can be used in 2022. Motion passed unanimously.

Ms. Shambaugh presented the Feasibility Study to Council prepared by Buchart Horn. After a brief discussion, Ms. Shambaugh suggested she invite representatives from Buchart Horn to the January 18, 2022 meeting for a full presentation on the study. Borough Council agreed to the suggestion.

New Business:

Mr. Segina presented the 2022 operating budget for approval by Council. He noted taxes were not increased again this year and that sewer rates would remain the same.

Mr. Wion presented Ordinance 2021-4 *Making Appropriations for the Year 2022* for consideration by Council. He explained the ordinance approves the 2022 Budget as presented.

Motion made by Mr. Jones, seconded by Ms. Woods, to approve Ordinance 2021-4. Motion passed unanimously.

Mr. Proctor thanked everyone on the committee for their hard work in preparing the budget for 2022. He stated it is hard work and their efforts were appreciated.

Mr. Wion presented Resolution 2021-R-22 *Resolution of the Borough of Steelton Fixing Tax Rate for Fiscal Year 2022* for consideration by Council. He explained the ordinance fixes the tax rate for 2022 and ties directly into the approved budget.

Motion made by Mr. Jones, seconded by Mr. Segina, to approve Resolution 2021-R-22. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-23 *Resolution of the Borough of Steelton Fixing Tax Discounts and Penalties on Tax Rates for Fiscal Year 2022* for consideration by Council. He explained the ordinance fixes the tax rate discounts for 2022 and ties directly into the approved budget.

Motion made by Ms. Woods, seconded by Mr. Jones, to approve Resolution 2021-R-23. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-24 *Establishing Annual Salaries, Hourly Wages and Employee Benefits for Non-Uniform and Non-Union Employees for 2022* for consideration by Council. He explained these salaries and benefits tie into the approved budget.

Motion made by Ms. Woods, seconded by Mr. Segina, to approve Resolution 2021-R-24. Motion passed unanimously.

Ms. Shambaugh presented a 2021 Audit Contract between Zelekofske Axelrod and the Borough for consideration by Council. Ms. Woods asked if the Borough can put out a Request for Proposal for

auditing services. Mr. Wion stated an independent auditor needs to be appointed by Borough Council prior to December 31, 2021. He stated Borough Council can consider this option for Audit Year 2022.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve the 2021 Audit Contract with Zelenkofske Axelrod in the amount of \$57,470.00. Motion passed unanimously.

Mr. Wion presented Resolution 2021-R-25 *Resolution Appointing Independent Auditor for Fiscal Year 2021* for consideration by Council.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Resolution 2021-R-25. Motion passed unanimously.

Chief Minium presented the resignation of Ms. Gertrude Saunders from the Borough's Civil Service Commission effective December 31, 2021. Chief Minium stated there is an alternate who can represent the Commission until another member is officially selected by Borough Council.

Mr. Wion stated the Borough should advertise for applications to participate on the Civil Service Commission. Chief Minium stated he would do so.

Motion made by Mr. Segina, seconded by Ms. Woods, to accept with regret Ms. Saunders resignation from the Civil Service Commission effective December 31, 2021. Motion passed unanimously.

Chief Minium presented a request from the Italian Club to close Chestnut Street from 2nd Street to River Alley and River Alley at Blackberry Alley just past the Club on Sunday December 12 between 12pm and 2pm.

Motion made by Mr. Jones, seconded by Ms. Woods, to approve the request for street closure from the Italian Club. Motion passed unanimously with Mr. Segina abstaining from the vote.

Public Comments:

Emuel Powell, 321 Lebanon Street – Mr. Powell stated Borough Council approved for Public Works to paint curbs but none have been painted in the Borough. He wants to know why.

Several members of Council stated curbs were painted all summer long and continued to be painted until October.

Council & Staff Concerns:

Mr. Curry, Chief Minium and Mr. Wion had no concerns at this time.

Ms. Shambaugh stated UGI will begin the replacement of several lines within the Borough on Wednesday, December 8.

Ms. Woods thanked everyone for attending and thanked the Fire Department and Police Department for their work during the fire in August.

Mr. Jones noted the sign at the back of the building is still showing the Building is closed and asked it to be updated.

Mr. Segina thanked everyone involved in making the Tree Lighting a success.

Mr. Proctor thanked everyone for a successful tree lighting. He stated he heard it was very nice. He thanked everyone for coming and participating in the meeting. He thanked Ms. Woods for attending the ground-breaking ceremony for the Steel Works apartments earlier in the day. He asked Mr. Wion if rent rolls are required for an appraisal. Mr. Wion responded if the appraiser requires it yes. Mr. Proctor asked Ms. Shambaugh to send the appraisals received for the properties along Frank S. Brown Boulevard.

Mayor Marcinko stated it is great to see the Front Street project move forward and thanked Council for not raising taxes.

Motion made by Mr. Segina, seconded by Mr. Jones, to adjourn into Executive Session at 7:29 pm. Motion passed unanimously.

Motion made by Ms. Woods, seconded by Mr. Segina, to return to regular session at 7:47 pm. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. Woods, to provide letters to residents on the December 6, 2021 PA American Water List of Backbilled Accounts to provide a discounted sewer rate of \$5 per 1,000 gallons on the amounts billed by PA American Water with this not to be viewed as an ongoing policy or viewed as a past practice going forward. Motion passed unanimously.

Motion to adjourn made by Mr. Segina, seconded by Mr. Jones, at 7:49p.m. Motion passed unanimously.

Respectfully submitted,

Anne Shambaugh, Secretary