

Steelton Borough Council Meeting Agenda  
February 7, 2022

President Proctor	Opening of Council and Roll Call
Approval of minutes from the last meeting:	January 18, 2022
Public Comments for Agenda Items Only:	
Agenda Additions, if necessary:	
<b>Engineer's Report:</b>	
Mr. Randy Watts, Engineer, HRG	January, 2022 Engineer's Report
<i>Action Items:</i>	<i>Approval of Payment #1 for the Daron Alley Structure Demolition Project</i>
	<i>Approval of the 2022 Retainer Agreement and Rate Schedule</i>
<b>Presentation:</b>	
Melinda Rosario	Sound the Alarm Event – March 4, 2022
<b>Unfinished Business:</b>	
Ryan Gonder	Revised Ordinance 2022 – 2 <i>Intention and Desire to Organize a Municipal Authority</i>
Ryan Gonder	Discussion and approval of the Conflict Consent Request Letter
Ryan Gonder	Discussion and request to advertise Ordinance 2022-3 – <i>text amendment to the Borough's zoning ordinance</i> as well as the Public Hearing for March 7, 2022
Anne Shambaugh	Review and approval of a handicapped parking space at 329 Locust Street
Anne Shambaugh	December 2021 Life Team Report

Mike Segina

Recommendation based on proposals received for the Supplemental Services Contract for 2022

**New Business:**

Anne Shambaugh

Request from Caring.com to place information on the Borough's website regarding Memory Care available in Pennsylvania

Anne Shambaugh

Penn State Flu Shot Clinic on October 22, 2022

Chief Minium

Construction on the removal of the holding cell

Chief Minium

Internet connection for the Police Substation

Brian Proctor

Discussion regarding the Professional Administrative and Management Services Agreement between the Borough and Thomas Allen Ray

**Public Comments:**

**Council & Staff Concerns:**

**Executive Session:**

**Other Business:**

Mayor Dent

Letter of Resignation – Corporal Basonic

Denae House

Offer of Employment – Richard Bejelka, Jr

**Adjournment:**

# STEELTON BOROUGH COUNCIL MEETING MINUTES

February 7, 2022

## **Present:**

Brian Proctor, President  
Michael Segina, Vice President  
Willie Slade  
Natashia Woods  
Ciera Dent, Mayor

Ryan Gonder, Solicitor  
Anthony Minium, Police Chief  
Gene Vance, Fire Chief  
Randy Watts, Engineer  
Aaron Curry, Codes Director

**Absent with Cause:** Denae House, Keontay Hodge, William Jones and Anne Shambaugh.

President Proctor opened the meeting at 6:30 p.m. Mayor Dent led the group in a Moment of Silent Reflection. Roll was not called; however, those in attendance are listed above.

*Motion made by Mr. Segina, seconded by Ms. Woods, to accept the January 18, 2022 Council Meeting Minutes as presented. Motion passed unanimously.*

*Motion made by Mr. Segina, seconded by Ms. Woods, to add the discussion of the approval of the Civil Service List as well as the discussion of hiring a new Police Officer associated with the Civil Service List to the agenda. Motion passed unanimously.*

*Motion made by Mr. Segina, seconded by Mr. Slade, to approve the Civil Service List as presented. Motion passed unanimously.*

*Motion made by Mr. Slade, seconded by Ms. Woods, to approve the hiring of Tyrain Anderson as a Police Officer at the rate of \$53,800 upon successful completion of the evaluations discussed by Chief Minium. Motion passed unanimously.*

**Public Comments on Agenda items only:** There were no public comments at this time.

## **Engineer's Report**

Mr. Watts presented the January 2022 Engineer's Report to Council. Mr. Watts also presented pay application 1 for the Daron Alley Structure Demolitions project. He stated the work was completed in December 2021 and HRG is recommending holding 10% of the payment request to ensure all documents and close-out materials are received.

*Motion made by Mr. Segina, seconded by Ms. Woods, to approve Payment Application 1 for the Daron Alley Structure Demolition Project in the amount of \$25,750. Motion passed unanimously.*

Mr. Watts requested the Retainer Agreement be removed from the agenda.

## **Presentation**

### **Melinda Rosario – Sound the Alarm Event – March 4, 2022**

Ms. Rosario presented information on the Sound the Alarm Event to be held March 4, 2022. She stated the program assists residents by installing free fire alarms in homes and educating families how to make their home safer from the danger of fires.

### **Unfinished Business:**

Mr. Gonder presented Council with the revised Ordinance 2022-02 Intention and Desire to Organize a Municipal Authority.

*Motion made by Ms. Woods, seconded by Mr. Slade, to approve the revised Ordinance 2022-02 Intention and Desire to Organize a Municipal Authority. Motion passed unanimously.*

Mr. Gonder presented Council with Conflict Consent Letters for discussion and approval.

After a brief discussion, *motion made by Mr. Segina, seconded by Ms. Woods, to the Conflict Consent Letters. Motion passed unanimously.*

Mr. Gonder presented Council with Ordinance 2022-03 Text Amendments to the Borough Zoning Ordinance. Mr. Gonder stated a public hearing will need to be held prior to Borough Council approving the Ordinance. Mr. Gonder requested approval to advertise the Ordinance as well as the hearing.

*Motion made by Mr. Segina, seconded by Mr. Slade, to approve the advertisement of Ordinance 2022-03 Text Amendments to the Borough's Zoning Ordinance as well as the Public Hearing associated with the Amendments. Motion passed unanimously.*

Borough Council discussed the request for a handicapped space at 329 Locust Street. One issue discussed was the number of handicapped spaces currently on the same block. Originally it was believed all spaces were currently active; however, it was determined one space was not being used. It was determined 2 separate applications were submitted for the same space and this application before Council was the one received first.

Borough Council asked the Solicitor to prepare the Resolution approving the relinquishment of the space from the owner no longer using it as well as the new Resolution approving the placement by the new applicant at the next Council meeting.

The December 2021 Life Team Report was presented to Council for review.

Mr. Segina provided the recommendation of the Finance Committee to no longer use the services of Centers for Employment Opportunities (CEO). The Borough issued a Request for Proposal in late 2021 for a Supplemental Services Agreement with the Borough. CEO was the only respondent to the RFP. After a discussion, Council was in agreement with the Finance

Committee's recommendation to not accept the proposal and directed the Personnel Committee to discuss and bring back an advertisement for an additional Public Works employee.

**New Business:**

A request from Caring.com was presented to Council for discussion. They requested the opportunity to put information regarding Memory Care programs available in Pennsylvania on the Borough's website.

Chief Minium presented the request from Penn State to hold their Flu Shot Clinic at the Borough building on October 22, 2022. Borough Council did not have any objections to this request.

Chief Minium presented a request to remove the existing holding cell and bathroom in the Police Department to utilize this as an interview room. Borough Council instructed him to get an estimate for the work if it does not exceed \$7,000. If the estimate is higher than \$10,000, the job may need to be bid out.

Chief Minium presented a request to purchase an internet connection for the Police substation. He stated after buying an antenna to piggy back off the Hoffer Street internet (which does not exist) it was decided to approve the internet at a cost not to exceed \$1,200 annually.

***Motion made by Mr. Segina, seconded by Mr. Slade, to purchase an internet connection at the Police Substation at a cost not to exceed \$1,200 annually. Motion passed unanimously.***

President Proctor presented the Professional Administrative and Management Services Agreement between the Borough and Thomas Allen Ray to Council. Based on a recommendation from the Finance Committee, ***motion made by Mr. Segina, seconded by Ms. Woods, to approve the Professional Administrative and Management Services Agreement between the Borough and Thomas Allen Ray at a cost not to exceed \$10,000 for the year 2022. Motion passed unanimously.***

**Public Comments:**

Mr. Shawn Gold asked about his request to close Front Street for the event he is planning. Mr. Proctor stated the request was sent to Parks & Recreation Committee; however, they have not met yet. Council discussed his request.

***Motion made by Ms. Woods, seconded by Mr. Slade, to approve the closure of Front Street (Route 230) between 10 am and 10 pm on the day of the event between Swatara Street and Mohn Street. Motion passed 3-1 with Mr. Proctor voting no.***

**Council Concerns:**

***Moved by Mr. Segina, and seconded by Ms. Woods, the Council move into Executive Session at 7:15 pm. The motion passed unanimously.***

*Motion made by Mr. Segina, seconded by Ms. Woods, to move back into Regular Session at 7:30 pm. Motion passed unanimously.*

**Other Business:**

*Motion made by Mr. Slade, seconded by Ms. Woods, to accept the retirement notice from Corporal Dennis Basonic from his position effective February 18, 2022. Motion passed unanimously.*

*Motion made by Mr. Segina, seconded by Mr. Slade, to offer Richard Bejelka, Jr. the Public Works Operator Position at an hourly rate of \$18.50 pending the completion of his background and child abuse clearances, driver's license check and reference check. Motion passed unanimously.*

**Adjournment:**

*Motion made by Mr. Segina, seconded by Mr. Slade, to adjourn the meeting at 7:40 pm. Motion passed unanimously.*

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Respectfully submitted,