

STEELTON BOROUGH COUNCIL AGENDA

April 18, 2022

Call Meeting to Order: President Proctor

Pledge of Allegiance: President Proctor

Moment of Silence: Mayor Dent

Council Meeting Roll Call: Anne Shambaugh

Approval of minutes from previous meeting: February 7, 2022
April 4, 2022

Additions to Agenda (if needed)

Public Comments for Agenda Items Only

Approval of schedule of billing, requisitions, and change orders as presented for:
March 2022

Department & Committee Reports – March 2022:

Fire Department and Ambulance (Written Report)

Police Department (Written Report)

Codes Department (Written Report)

Steelton Highspire Neighboring Academy

Public Works (Oral and Written Statistical Reports)

Parks and Recreation Committee (Oral Report)

Municipal Park for Fun Times in the Park with the Police

May 12th 6-8 pm

May 19th 6-8 pm

May 26th 6-8 pm

Memorandum of Understanding between the Borough and MOSELF, Inc.

NEDC Committee (Oral Report)

Stormwater Committee (Oral Update)

PRP Project Update

Mayor's Report (Oral Report)

Borough Manager's Report (Oral Report)

Unfinished Business:

Anne Shambaugh

Discussion regarding Invoice
E222007 for emergency storm water
work completed on Blueberry Alley

Anne Shambaugh	Update on Route 230 project/discussion regarding the Sewer main line televising
Mike Segina	Discussion regarding the Repository Bids for: 2165 Rear S Front Street 24 S 3 rd Street
Ryan Gonder	Approval of Ordinance 2022 – <i>Updating Borough of Steelton Civil Service Commission Rules</i>
Denae House	Tax Office Move
Ryan Gonder	Memorandum of Understanding between Borough of Steelton and Habitat for Humanity of Harrisburg for the property at 101 Locust Street
New Business:	
Natashia Woods	Senator Casey’s Appropriations Request – Grant Funding for Steelton Community Gardens
Det. Sgt Shaub	Removal of handicapped parking space at 150 Conestoga Street
Anne Shambaugh	Request approval to pursue grant funding for the Hoffer Street Pumping Station project through the DCIB – General program
Ryan Gonder	Request approval to advertise Ordinance 2022 – <i>Repealing Chapter 73 – “Loitering” of the Borough Code</i>
Anne Shambaugh	Review and discussion of the proposal from Higher Group for document scanning and storage options

Correspondence:

Dauphin County Tax Assessment Office

Change in Assessment –
N 2nd Street
747 N Front Street
303 Pine Street

Notice of Sheriff's Sale for School Taxes

139 Conestoga Street
222 Lincoln Street
153 Frank S Brown Boulevard
348 Spruce Street
410 N Harrisburg Street
203 Swatara Street
187 S Front Street

Senior Life Grand Opening

Grand Opening Ceremony
May 10, 2022 4 pm – 6 pm

Public Comments:

Council Concerns:

Executive Session:

Natashia Woods

Public Works Laborer Position

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

April 25, 2022

Present:

Brian Proctor, President
Mike Segina, Vice President
Denae House, Pro Tem
Keontay Hodge
William Jones
Willie Slade
Natashia Woods

William Shaub, Interim Chief
Jeff Baltimore, Public Works Dir
Anne Shambaugh, Manager
Gene Vance, Fire Chief
Ciera Dent, Mayor
Ryan Gonder, Solicitor
Renee Bowers, Admin Asst

President Proctor opened the meeting at 6:57 p.m. Mayor Dent led the group in a Moment of Silent Reflection. Ms. Shambaugh did not call roll; however, those in attendance are listed above.

Motion made by Mr. Jones, seconded by Mr. Segina, to approve the minutes from the February 7, 2022 and April 4, 2022 meetings as presented. Motion passed unanimously.

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

Motion made by Mr. Segina, seconded by Mr. Slade, to accept the March 2022 schedules of billing, requisitions, and change orders as presented. Motion passed unanimously.

Unfinished Business:

Ms. Shambaugh stated she was working with HRG to find any televising/documentation for Blueberry alley as requested during the April 4th meeting regarding Invoice E222007 for a storm water pipe repair. She stated she expected to have an update at the May 2nd meeting.

Ms. Shambaugh stated she is working with HRG to catalog the televising previously completed in the Borough to determine if those completed areas match up to the Route 230 project being completed by PennDOT.

Mr. Segina presented the Repository bids for 2165 Rear S Front Street and 24 S 3rd Street for approval. He asked Ms. Shambaugh to provide an update on the matter. Ms. Shambaugh stated the properties do not have any liens. Mr. Segina asked if action was needed and Ms. Shambaugh stated Borough Council must approve or reject the offers made. ***Motion made by Mr. Segina, seconded by Ms. Woods, to approve the repository bids made for the properties at 2165 Rear S Front and 24 S 3rd Streets in the amount of \$1,000 per property. Motion passed unanimously.***

Mr. Gonder presented Ordinance 2022-4 – Updating Borough of Steelton’s Civil Service Commission Rules for approval. Mr. Gonder stated the Ordinance has been duly advertised and ready for Council’s approval. ***Motion made by Mr. Segina, seconded by Ms. Woods, to approve Ordinance 2022-4 Updating Borough of Steelton’s Civil Service Commission Rules. Motion passed unanimously.***

Ms. House asked if the tax collector can remain in her existing office. Ms. House stated Ms. Carricato does not feel comfortable being on the 3rd Floor by herself at night and can Council approve her to remain where she is. Mr. Segina reiterated his original position on this matter than Ms. Carricato should remain in her existing office. Mr. Segina stated Borough Council approved Ms. Carricato moving to the 3rd Floor with the Police Department taking her existing office for their interview room. Ms. Hodge asked where the Police are currently doing interviews and Mayor Dent stated in a vacant office, Council chambers, or any location they can find. After a discussion regarding all available offices in the building, who occupies them and can they be modified, Mr. Proctor asked if the Borough at one time had approved the use of an “A-Frame” to be built behind the post office to store documents. Members of Council stated they remembered the request and approval but do not know why it was never done to make more room for the employees and Police Officers.

Motion made by Mr. Segina, seconded by Mr. Jones, to leave everything as status quo until a solution can be found. Motion passed unanimously.

Mr. Gonder presented the Memorandum of Understanding between Habitat for Humanity and the Borough for 101 Locust Street for discussion and approval. Mr. Gonder asked Ms. Shambaugh to discuss the item further. Ms. Shambaugh stated the Borough is partnering with Habitat for Humanity to build 2 homes at 101 Locust Street. As such, an MOU between both parties needs to be signed. The Borough provided a sample MOU previously used when the Borough partnered with the Dauphin County Land Bank Authority. Ms. Shambaugh stated Mr. Gonder spoke to the solicitor for Habitat for Humanity and they have signed the agreement. Ms. Shambaugh stated a copy of the agreement is in our packets and asked Council to approve the agreement for signature.

Motion made by Mr. Segina, seconded by Mr. Slade, to approve the Memorandum of Understanding between the Habitat for Humanity of Greater Harrisburg and the Borough of Steelton for the property at 101 Locust Street. Motion passed unanimously.

New Business:

Ms. Woods presented a grant opportunity through Senator Casey’s Appropriations request. She stated the grant application is due tonight at 11:59 pm and Ms. Shambaugh has already prepared the grant in anticipation of Council’s approval. Ms. Woods stated the request is for a Community Garden and Farmer’s Market. After a brief discussion regarding the location, which will be at the rear and side of Mohn Street Park, ***motion made by Mr. Segina, seconded by Ms. Woods, to approve the submission of a grant application for Senator Casey’s Appropriations Request for the Steelton Community Gardens and Farmer’s Market. Motion passed unanimously.***

Detective Sgt. Shaub presented a request to remove an existing handicapped sign at 150 Conestoga Street. Det. Sgt. Shaub stated he spoke to the property owner and they are no longer in need of the handicapped designation. Mr. Segina asked Mr. Gonder to prepare a resolution for approval at the next Borough Council meeting.

Ms. Shambaugh presented a request to submit a grant to the Dauphin County Infrastructure Bank – General Program for the Hoffer Street pumping station project. She stated the cost for the project has risen, as previously presented to Council in January 2022, and she would like to pursue this grant opportunity to help defer some of the increased costs associated with the project.

Motion made by Mr. Segina, seconded by Mr. Slade, to approve submitting an application to the Dauphin County Infrastructure Bank – General Program for the Hoffer Street Pumping Station. Motion passed unanimously.

Mr. Gonder asked Ms. Shambaugh to discuss the request to approve the advertisement of an Ordinance that would repeal Chapter 73 of the Borough Code – Loitering. Ms. Shambaugh stated when she, Mr. Segina and Mr. Wion worked on the Ordinances for Codification, Mr. Wion recommended repealing this Chapter as it is covered elsewhere in the Borough's Ordinances. Ms. Shambaugh requested approval from Council to advertise the Ordinance. Mr. Segina stated he also asked that the Ambulance Appendix A-232 also be repealed and asked if they could be done together. Ms. Shambaugh stated she would work with Mr. Gonder on this and have it ready for Council's approval at the May 16th meeting.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve the advertisement of the Ordinance to repeal Chapter 73 as well as Ambulance Appendix A-232. Motion passed unanimously.

Ms. Shambaugh presented a proposal from Higher Information Group for document scanning and storage services. She asked if Council would consider approving this proposal so she could work with the Codes Department as well as others, to get the Borough's documents scanned and stored virtually. She stated this would alleviate the filing issues and would open up additional office space. Mr. Jones asked Det. Sgt. Shaub if some of the Police Files on the first floor could be scanned and virtually filed to free up space for the interview room. Det. Sgt. Shaub stated, by law, the records for the Police Department must be kept on the premises in hard copy format. Ms. Shambaugh stated, if approved, she will work with the Finance Committee to determine a not to exceed amount in 2022 and figure for budgets going forward.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve the proposal from Higher Information Group for scanning and document storage. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. House, to approve the department and committee reports as presented in your packets. Motion passed unanimously.

Correspondence:

Mr. Proctor read the correspondence from the Dauphin County Tax Assessment Office as well as the Notice of Sheriff's Sale for Failure to Pay School Taxes. Mr. Proctor also read the invitation from Senior Life regarding the Grand Opening Ceremony on May 10, 2022 between 4 pm and 6 pm.

Public Comments:

Mr. Powell, 321 Lebanon Street – Mr. Powell asked about the property at the corner of Cameron and Lebanon Streets. He stated it is blocked off and a “dump” is being run back there.

Council Concerns:

Ms. Woods thanked the community for coming. She stated the Public Works Laborer position would be re-opened. *Motion made by Ms. Woods, seconded by Mr. Jones, to advertise the position of Public Works Laborer. Motion passed unanimously.*

Mr. Jones thanked everyone for coming. He stated he was contacted by Rite Aid Corporation about people sitting under their overhang waiting for the bus. Mr. Proctor asked Mr. Baltimore if there were any benches in Public Works. Mr. Bekelja responded there are but they are broken. Mr. Jones also asked about the tot lot that was removed from Municipal Park and when it would be put back as well as the Bailey Street basketball court to be repaved. Mr. Proctor asked Ms. Shambaugh to coordinate an on-site meeting to get this issues resolved.

Ms. Bowers stated Bailey Street park is awful with trash. Mr. Jones stated he adopted the park and fills a 50-gallopn bag with trash every few days.

Mr. Slade thanked everyone for attending.

Mr. Gonder had no comments.

Ms. Hodge stated she hoped everyone is safe. She thanked everyone for coming. She told MR. Proctor she would be calling him regarding a personal matter and told everyone to enjoy their summer.

Ms. Shambaugh had no comments.

Ms. House thanked everyone for coming. She asked when the construction on the tot lot at the skate park could be put back. Mr. Proctor stated she is the head of Parks and Rec Committee and can make the recommendation to Council. He reminded her of the \$50,000 grant from Giant to assist with the cost. She also asked about the fencing at Bailey Street and thought the Borough was doing it.

Mayor Dent thanked everyone for coming. She stated we should not take everyone's time for granted. She stated we should all be held accountable for the roles we were elected to do. She stated we all know things in life happen. She stated she is a single mother with children and she makes sure she is present for every meeting. She stated everyone she move with integrity and purpose and make sure you are here.

Mr. Segina thanked everyone for attending especially with the late start.

Mr. Proctor stated there was an Executive Session prior to tonight's meeting to discussion personnel items. He thanked everyone for coming out. He asked Mr. Baltimore to get DiamondTec for the baseball field as well.

Ms. House asked about the Memorandum of Understanding included in the packets between the Borough and M.O.S.E.L.F. Mr. Proctor stated it would be tabled until the next meeting.

Adjournment:

***Motion made by Mr. Slade, seconded by Mr. Jones, to adjourn the meeting at 7:39 pm.
Motion passed unanimously.***

Respectfully submitted,

Anne Shambaugh, Secretary