

STEELTON BOROUGH COUNCIL
AGENDA May 16, 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: May 2, 2022

Additions to Agenda (if needed)

Public Comments for Agenda Items Only

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

Department & Committee Reports – April2022:

Fire Department and Ambulance (Written Report)

Discussion regarding the purchase of new Fire Utility Truck

Police Department (Written Report)

Codes Department (Written Report)

Summer Children's Programs

Public Works (Oral and 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)

Engineer's Action Item

Randy Watts, PE

Approval of Payment Application #9
for Phase II of the Skate Park in the
amount of \$15,212.79

Unfinished Business:

Natashia Woods

Settlement Agreement between the
Borough of Steelton and Anthony
Minium

Anne Shambaugh

Approval to pay Invoice 01S101419 from Five Star in the amount of \$6,179.41 for repairs to the Street Sweeper

Brian Proctor

Review and approval of various Steelton Fest 2022 items

New Business:

Anne Shambaugh

Discussion regarding offer to purchase 247 Frank S Brown Blvd in the amount of \$3,000.00 from Hector Alverado

Ryan Gonder

Approval of the Conflict Consent Request regarding Capital Region Water

Anne Shambaugh

Review and approval of the Consulting Engagement Letter in reference to the Inter-Municipal Agreement and the Capital Region Water Sewer Rate Review

Correspondence:

Dauphin County Tax Assessment Office

Change in Assessment –
303 Bessemer Street

Notice of Sheriff's Sale for School Taxes

341 S Front Street

Pennsylvania Dept of Transportation

Special Event Permit

Penn E&R

PP&L Utility Relocation

Public Comments:

Council Concerns:

Executive Session:

Mayor Dent

Discussion of recommendation of the
Civil Service Commission regarding
the hiring of new Police Officers

Other Business:

Adjournment:

STEELTON BOROUGH COUNCIL MEETING MINUTES

May 16, 2022

Present:

Brian Proctor, President
Michael Segina, Vice President
Denae House, Pro Tem
William Jones
Willie Slade
Natashia Woods
Ciera Dent, Mayor
Ryan Gonder, Solicitor

Anne Shambaugh, Manager
William Shaub, Interim Police Chief
Gene Vance, Fire Chief
Randy Watts, Engineer
Jeff Baltimore, Public Works Director
Aaron Curry, Code Official
Renee Bowers

Absent with Cause: Keontay Hodge

President Proctor opened the meeting at 6:31 p.m. and led the group in the Pledge of Allegiance. 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 Mr. Jones, to accept the May 2, 2022 Council Meeting Minutes 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. Jones, to approve the schedule of billing, requisitions and change orders as presented for April 2022. Motion passed unanimously.

Department & Committee Reports:

Fire Department and Ambulance presented a written report.

Police Department submitted a written report. – Interim Chief Shaub stated a letter regarding parking on grass and sidewalks was mailed to all residents along Pine Street. He also stated he met with the Police Union regarding concerns about a 12 hour shift. Using the current method, only 1 officer is on duty between 5 pm and 7 pm every day. As such, the Union is requesting a true 12 hour shift – 6 am – 6 pm and 6 pm – 6 am. Mr. Proctor tabled this until after Executive Session.

Codes Department presented a written report.

Public Works report presented a written report – Mr. Baltimore stated the department would be moving to a 6 am start effective May 30 through Labor Day at which point the 7 am start time will resume. Mr. Proctor asked Mr. Baltimore if he had spoken to Mr.

Williams at the store by Daron Alley. Mr. Baltimore stated he had and the Borough would be providing a trash can for in front of the store.

Parks and Recreation Committee – Ms. House stated the Prom along Lincoln Street Saturday was a huge success. She thanked the Police and Public Works Departments for their support and assistance. She stated the first of several Police Fun in the Park events was held on Thursday with the next event being May 19 at Mohn Street Park.

NEDC Committee – Ms. House stated the Grand Opening of Senior Life was held last week. Mr. Proctor stated the site work at the Steel Works apartments has started as well.

Storm water Committee – Ms. Woods stated the first of two public meetings regarding the Borough's proposed storm water fee was held last week at Prince of Peace Church. She stated approximately 10 residents attended and provided good feedback and questions during the discussion. She noted Tyler Erb of HRG gave the presentation.

She also noted the next meeting will be held Wednesday, May 25th at IW Abel Hall from 6 pm to 8 pm.

Mayor's Report – Mayor Dent stated Senior Life opened but they cancelled the ribbon cutting. She stated she is working on a Civilian Advisory Board in an effort to get the community involved with the Police Department. She noted the following Fun Times with the Police will be held: Mohn Street Park – May 19th, East End Park – May 26th, Bailey Street Park – June 2nd. She noted 3 police officers received Heroic Valor citations today from the Dauphin County Commissioners for their work on the Fire last year – they are: Officer Rob Doll, Officer Cory Allwein and Officer Art Etnoyer.

Borough Manager's Report – Ms. Shambaugh discussed the following items:

- The Borough's Energy Supplier, Talen Energy, filed for bankruptcy on May 9. She stated she is working with APPI Energy, the Borough's consultant, to find an alternative. The Borough's contract ran through July 2024.
- She is working with Solicitor Gonder on revamping a number of Ordinances at the request of the Codes Committee. We anticipate having them ready for your review at the June 6th Council meeting. The Property Maintenance and Zoning Ordinances will be presented to the Codes Committee for review in July with anticipated presentation to Council in the fall.
- She stated she is working with the Finance Committee to finalize the shut-off procedures for non-payment of sewer bills. Each of the accounts scheduled to receive letters and begin the process owe more than \$5,000 in unpaid bills. There are 13 accounts.
- Ms. Shambaugh stated the grant through DCIB-G for the Hoffer Street Pumping Station will be submitted this Friday as well as the Healthy Babies/Bright Futures grant. This will maximize and leverage money for the proposed community gardens project. We submitted a grant to Sen. Casey (as approved at the April 25th Council meeting) and she spoke to Ben Martin in Senator Casey's office.

- The Borough advertised for the PW Laborer positions. The posting closed at 3:00 pm, Friday May 13. A summary of the candidate's qualifications as well as their resumes will be prepared and sent to the Personnel Committee for review.
- The Borough submitted the PennVEST application May 4. We received a request for additional information which will be returned this week.
- Time clocks for non-uniform employees will be installed tomorrow morning. Our online account for data will be activated tomorrow. We will test the system and if all goes well will go live.
- The Borough's ordinances have been codified through December 31, 2020 with a small update expected in early 2023. This will get the Borough back on a regular schedule.
- Ms. Shambaugh piggybacked on interim Chief Shaub's comments regarding letters sent to all residents who reside along Pine Street. This was a joint effort between the Police and Codes Departments.
- Received confirmation today the transmitter for the Fire House will be in May 27th. It is part of the supply chain issue and has been sitting on a barge off the coast of California.
- Ms. Shambaugh concluded with the next public meeting for storm water will be held Wednesday May 25th at IW Abel Hall at 6 pm.

Motion made by Mr. Segina, seconded by Mr. Slade, to approve the Department and Committee reports as presented. The motion passed unanimously.

Engineer's Report

Mr. Watts presented one item to Council for their action. He presented *Application for Payment #9 for Phase II of the Skate Park in the amount of \$15,212.79 payable to Arment Concrete*. Mr. Watts explained this is the project closeout after all change orders had been completed.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Payment Application #9 for Phase II of the Skate Park in the amount of \$15,212.79. Motion passed unanimously.

Unfinished Business:

Ms. Woods presented the Settlement Agreement between the Borough of Steelton and Anthony Minium for approval.

Motion made by Ms. Woods, seconded by Mr. Segina, to approve the Settlement Agreement between the Borough of Steelton and Anthony Minium as presented. Motion passed unanimously.

Ms. Shambaugh presented Invoice 1S101419 to Borough Council for payment. She explained this is the invoice from Five Star International for the repairs/work needed on the Borough's street sweeper. She reminded Council they had previously approved payment up to \$8,000 to ensure it would get repaired quickly. She presented the invoice so Council was aware the cost was less and explained she is still working with Five Star to determine how much of the invoice would be covered by them.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve payment of Invoice S01419 from Five Star International in the amount of \$6,179.41 for repairs to the Street Sweeper. Motion passed unanimously.

Mr. Proctor presented a contract for approval for Soul Solutions to perform at Steelton Fest 2022. The contract total is \$1400 with a \$300 deposit required. Mr. Proctor asked if the entire amount be paid up front so the day of the event the Borough is not tracking down vendors/artists to provide payment.

Motion made by Mr. Segina, seconded by Ms. House, to approve the contract for Soul Solutions in the amount of \$1,400 for Steelton Fest 2022. Motion passed unanimously.

Mr. Proctor presented a contract for approval for Shawan Rice who will be performing as Shawan and the Wonton at Steelton Fest 2022. The contract amount is \$800.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve the contract for Shawan Rice, performing as Shawan and the Wonton, in the amount of \$800 to perform at Steelton Fest 2022. Motion passed unanimously.

Mr. Proctor presented a proposal with a list of child games to be set-up across from the Borough building the day of Steelton Fest. The total cost of the games is \$4,490 and will be available to the kids in Steelton between 10 am and 5 pm on August 27, 2022.

Motion made by Mr. Segina, seconded by Ms. House, to approve the proposal provided by Phantom Entertainment for children's games for Steelton Fest 2022. Motion passed unanimously.

New Business:

Ms. Shambaugh presented an offer from Hector Alverado to purchase 247 Frank S Brown Boulevard in the amount of \$3,000 for consideration. Mr. Proctor asked this item be moved to Executive Session for further discussion.

Mr. Gonder presented a Conflict Consent Request to Borough Council for review and approval. He stated members of his firm represent Capital Region Water in various matters. Since he will be working with Ms. Shambaugh on the Agreement between the Borough of Steelton and Capital Region Water, Borough Council would need to acknowledge and approve this Conflict Consent letter.

Motion made by Mr. Segina, seconded by Mr. Jones, to approve the Conflict Consent Request regarding Capital Region Water. Motion passed unanimously.

Ms. Shambaugh presented a Consulting Engagement Letter regarding the Inter-Municipal Agreement between Capital Region Water and the Borough of Steelton. Ms. Shambaugh explained the existing agreement between the various municipalities who contract with Capital

Region Water to treat sewage. Ms. Shambaugh explained the municipal group wants to contract with Shambaugh Utility Consulting to review the 2022 and 2023 proposed treatment rates. Ms. Shambaugh provided full disclosure Mr. Gary Shambaugh was not in any way related to her or her relatives. The proposal presented for review included a breakdown of the percentage owed by each municipality for the contract. The contract is a not-to-exceed contract and Ms. Shambaugh stated Mr. Shambaugh was involved in the forensic audit of Harrisburg City in 2013 and 2014 when the municipalities requested proof of costs. The Borough's portion is 3.92% which would amount to approximately \$784.00 to participate.

Motion made by Ms. Segina, seconded by Mr. Slade, to approve the Consulting Engagement Letter with Shambaugh Utility Consulting at an overall cost not to exceed \$20,000 with the Borough's estimated cost to be no more than \$784.00. Motion passed unanimously.

Correspondence:

The following correspondence was presented by Mr. Proctor:

Change in Assessment for 303 Bessemer Street
Notice of Sheriff's Sale for 341 S Front Street
Special Event Permit granted
PP&L Utility relocation for Penn E&R

Public Comments:

Emuel Powell, 321 Lebanon Street – Asked if the storm drain on Frank S Brown Blvd near Daron Alley could be fixed. He stated it is sinking and should be addressed quickly. Mr. Segina stated once the storm water authority is created they will determine the schedule for repairs.

Joseph Robinson Jr., 2009 Bradley Drive, Harrisburg – Stated he is addressing municipalities to garner support of a Desparity Study. He is seeking this study to be commissioned by the Dauphin County Commissioners and is asking for support for the municipalities located in Dauphin County. The study would review the equitable distribution of grant awards and other opportunities for funding. Mr. Proctor stated he thought this was a good idea and stated he makes every effort to ensure MBE/WBE participation is a requirement of all Borough contracts. He stated Council will consider this at the next meeting.

Tammy, 520 Lincoln Street – She stated there are a number of loose dogs in the Borough and wondered if there is something to be done. Mayor Dent stated the Police Department does work with residents when they receive a call for a loose animal. She stated the officers are willing to assist.

Council Concerns:

Ms. Woods thanked everyone for coming to the meeting. The next public meeting to discuss storm water will be Wednesday, May 25 at IW Able Hall.

Mr. Slade thanked everyone for coming. He stated everyone's input is appreciated.

Mr. Jones thanked everyone for attending. He reminded residents to join in the fun at the park with the Police Officers every Thursday night.

Ms. Bowers had no concerns.

Mr. Gonder has no concerns.

Ms. Shambaugh had no concerns.

Mayor Dent stated it is a pleasure to see everyone at the meetings. She reiterated the Fun Times in the Park with the Police will be happening every Thursday in May. She asked residents to continue to join the Police department. She thanked Council for working tirelessly.

Ms. House thanks everyone for coming out. She stated the community involvement is what makes everything special. She thanked the Mary Carricato for her hard work as the tax collector.

Mr. Segina had no concerns.

Mr. Proctor thanked everyone for attending. He stated Council is working together to move things forward in the Borough.

Motion made by Mr. Jones, seconded by Ms. House, to move into Executive Session to discuss personnel and real estate matters at 7:12 pm. Motion passed unanimously.

Motion made by Mr. Jones, seconded by Ms. Woods, to move back into Regular Session at 7:36 pm. Motion passed unanimously.

Motion made by Ms. Woods, seconded by Mr. Segina, to hire Keith Miller as a Highway Operator at a salary of \$18.50 an hour. Motion passed with Ms. House not voting.

Motion made by Ms. Woods, seconded by Mr. Jones, to provide a conditional offer to Jonathan Santana Carbello for a Police Officer position at a starting salary of \$53,804. Motion passed unanimously.

Adjournment:

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

Respectfully submitted,

Anne Shambaugh

Borough Secretary