

STEELTON BOROUGH COUNCIL AGENDA

July 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: June 6, 2022

Additions to Agenda (if needed)

Public Comments for Agenda Items Only

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

May 2022

June 2022

Department & Committee Reports – May and June 2022:

Fire Department and Ambulance (Written Report)
Police Department (Written Report)
Codes Department (Written Report)
Public Works (Oral and Written Statistical Reports)
Parks and Recreation Committee (Oral Report)
NEDC Committee (Oral Report)
Storm water Committee (Oral Update)
Mayor's Report (Oral Report)
Borough Manager's Report (Oral Report)

Engineer's Report

Randy Watts, PE

Engineer's Action Item:

Randy Watts, PE

Approval of Payment Application #1
for G&R Excavating and
Demolition, LLC for work
completed at 101 Locust Street in the
amount of \$33,502.50

Unfinished Business:

Anne Shambaugh	Request approval for the Borough to participate in WREP with the initial cost of \$78,024 for the Pollution Reduction Project for the Conewago Creek Project
Anne Shambaugh	Approval to pay Invoice 7014567 from Industrial Service Solutions in the amount of \$8,104.00 for repairs to the Hoffer Street Pumping Station
Brian Proctor	Review and approval of Steelton Fest 2022 items <ul style="list-style-type: none">- <i>Contract for DJ Statik for \$1,000</i>- <i>Contract for Kater to You Rentals for \$600</i>
Denae House	Discussion regarding the band Due Process performing at Steelton Fest 2022
Denae House	Presentation of proposed Giant Unity Park at Municipal Park
Anne Shambaugh	Healthy Babies Initiative Grant
Anne Shambaugh	United Way of the Capital Region Day of Caring
Ryan Gonder	Discussion regarding Conflict Waivers

New Business:

Interim Chief Shaub	Discussion regarding the Fort Drum Career Skills Internship Program
Interim Chief Shaub	Discussion of Traffic Studies: <i>341 Locust Street</i> <i>331 Locust Street</i>
Interim Chief Shaub	Discussion regarding Traffic Study at the Intersection of S 2 nd and Juneberry Alley

Anne Shambaugh	Request approval of the 2022-2023 Municipal Winter Agreement between PennDOT and the Borough of Steelton in the amount of \$11,812.14
Interim Chief Shaub	Discussion regarding current Police Staffing
Anne Shambaugh	Review and discussion for a Repository Bid for Parch # 57-033- 051 on St. Mary's Drive in the amount of \$1,000
Ryan Gonder	Discussion regarding shut off notices for unpaid sewer bills
Ryan Gonder	Resolution 2022-R <i>Maintaining a Current Emergency Operations Plan</i>
	Resolution 2022-R <i>Adopting the County's EOP Plan</i>
Correspondence:	
Dauphin County Tax Assessment Office	Change in Assessment – 2601 S 2 nd Street 2165 Rear S Front Street 24 S 3 rd Street 160 Conestoga Street 506 Rear Water Street 430 N Front Street, Unit 4 430 N Front Street, Unit 1 430 N Front Street, Unit 3 310 S Front Street 216 N Front Street 701 N 3 rd Street
Senator John DiSanto	Introductory Letter to the Borough based on re-alignment of voting districts
School District	Steel High Bleacher Sale

Public Comments:

Council Concerns:

Other Business:

Adjournment:

DRAFT

STEELTON BOROUGH COUNCIL MEETING MINUTES

July 18, 2022

Present:

Brian Proctor, President
Michael Segina, Vice President
Denae House, Pro Tem
Keontay Hodge
William Jones (phone)
Willie Slade
Natashia Woods
Ciera Dent, Mayor

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

President Proctor opened the meeting at 7:02 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 Ms. Woods, to accept the June 6, 2022 Council Meeting Minutes as presented. Motion passed unanimously.

Public Comments on Agenda items only: The agendas had been removed from the room. Ms. Shambaugh left to make copies and distributed to the attendees.

Motion made by Mr. Segina, seconded by Mr. Slade, to approve the schedule of billing, requisitions and change orders as presented for May and June 2022. Motion passed unanimously.

Department & Committee Reports:

Fire Department and Ambulance presented a written report.
Police Department presented a written report.
Codes Department presented a written report.
Public Works report presented a written report.
Parks and Recreation Committee – Ms. House stated new benches, tot lot, grills and picnic tables will be purchased with a Grant from Giant Foods.
NEDC Committee – No report.
Storm water Committee – Ms. Woods stated the Committee will no longer be meeting because the Storm Water Authority will take over in August 2022.
Mayor's Report – No report.
Borough Manager's Report – Ms. Shambaugh was not present at the time.

Motion made by Mr. Segina, seconded by Ms. Woods, to add the discussion of the purchase of a new utility truck for the Fire Company to the agenda. Motion passed unanimously.

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

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

Engineer's Report

Mr. Watts stated the demolition of property at 101 Locust Street has been completed and he will present the final closeout and payment application to Council for their review at the next Council meeting.

Mr. Watts requested approval of Payment Application 1 for G&R Excavating and Demolition, LLC for work completed at 101 Locust Street in the amount of \$33,502.50.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve Payment Application #1 for G&R Excavating and Demolition, LLC for work at 101 Locust Street in the amount of \$33,502.50. Motion passed unanimously.

Motion made by Mr. Segina, seconded by Ms. House, to accept the Engineer's Report as presented. Motion passed unanimously.

Unfinished Business:

Ms. Shambaugh requested approval for the Borough to participate in the WREP coalition for work on the Conewago Creek as the Borough's Pollution Reduction Requirement under its MS-4 permit. She stated the initial cost is \$78,024 which is a significant savings from the estimated \$600,000 if the Borough does not participate in the program. Mr. Gonder requested this item be tabled until August after the Storm Water Authority meets.

Motion made by Mr. Segina, seconded by Mr. Slade, to table this item until a later date. Motion passed unanimously.

Ms. Shambaugh requested approval to pay Invoice 7014567 from Industrial Service Solutions in the amount of \$8,104.00 for repairs to the Hoffer Street pumping station.

Motion made by Mr. Segina, seconded by Ms. House, to approve payment of Invoice 7014567 from Industrial Service Solutions in the amount of \$8,104.00 for repairs to the Hoffer Street pumping station. Motion passed unanimously.

Mr. Proctor thanked Ms. Renee, Rose, Michele and Andrea for their assistance at the Borough's Golf Tournament. He stated it was very well attended with 120 golfers and an overall great event. He stated \$9,077.66 was raised to support Steelton Fest. Mr. Proctor presented Council with contracts for DJ Statik and Bethany Kater of "Kater to You" for Steelton Fest in the amounts of \$1,000 and \$600 respectively. He stated Ms. Kater is providing a 360 Photo Booth. No Borough funds were expended for the event.

Motion made by Mr. Segina, seconded by Mr. Slade, to approve both of the contracts for DJ Statik for \$1,000 and Kater to You for \$600 for Steelton Fest. Motion passed unanimously.

Ms. House requested further discussion for the third time regarding the band Due Process. She stated the members are local from Harrisburg and Steelton and have performed at other events. She stated since the Borough had booked a folk band why couldn't Due Process play? Mr. Proctor stated a folk band had not been booked and clarified "Fleetwood Mac" is a rock band. There was discussion regarding Funk versus Folk versus Polka.

Mr. Proctor stated since all the acts are already set for this year, Due Process could be on the list to perform at next year's Steelton Fest. Ms. House asked why he gets to make the decision for everyone and not have a vote and Mr. Proctor responded, "Because I come to the meetings." Ms. House responded, "I come to meetings too. I am on the phone."

Mr. Proctor called for the next item on the agenda. Ms. House stated, "You are like the Trump Train up here." Mr. Proctor told Ms. Shambaugh she is next.

Ms. Shambaugh requested approval to sign the grant award from Health Babies Initiative. Ms. Shambaugh explained the grant is generally \$20,000 however, another municipality in the area had the same project idea we did and asked if we would be willing to split the award. She reminded Council the grant is for \$10,000 and the Borough was one of 6 municipalities selected nationwide for this grant. Ms. Shambaugh thanked Ms. Woods and Mayor Dent for their help and support on this proposal for a community garden project.

Motion made by Mr. Segina, seconded by Mr. Slade, to have Ms. Shambaugh sign the award letter for the Healthy Babies Initiative Grant. After a brief discussion regarding the grant, Mr. Segina amended his motion to add "with Solicitor Gonder's approval." Motion passed unanimously.

Ms. Shambaugh requested permission to work with Mayor Dent on a project for the United Way Day of Caring to be held on September 9. United Way works with organizations to provide volunteers to help businesses with projects are near and dear to their hearts. She stated a proposal for the project must be submitted prior to July 25, 2022 in order to be considered. She also stated she and Mayor Dent met with a representative from the United Way to discuss possible projects. Mr. Proctor gave Ms. Shambaugh permission to work with Mayor Dent to develop a program to be submitted.

Mr. Gonder presented Borough Council with two Conflict Waivers for the City of Harrisburg and Portnoff Law Associates. Mr. Gonder stated his firm McNees Wallace Nurick LLC represents these clients in other matters unrelated to the Borough and needs to have the Borough approve the Conflict Waiver.

Motion made by Ms. Slade, seconded by Mr. Segina, to approve the Conflict Waiver for the City of Harrisburg and Portnoff Law Associates. Motion passed unanimously.

New Business:

Interim Chief Shaub presented the Fort Drum Career Skills Internship program to Council for consideration. Kyle Snyder approached him about his nephew participating in the program for the fall around October 2022. He stated the participant would shadow the Police Officers but would not have any authority to make an arrest. Mr. Proctor asked the Mayor if she had any issues. She stated she is in favor of the program.

Mr. Segina requested Mr. Gonder review the program for any concerns the Borough may have. After Mr. Gonder's review, Chief Shaub will present his request to the Personnel Committee for approval.

Chief Shaub presented two traffic studies to Council for review. The first is at 331 Locust Street. He stated the homeowner previously had a handicapped sign which was removed and another one was applied for. There are already 3 handicapped signs in that block. After a lengthy discussion regarding the number of spaces available on the street and of those how many are handicapped, Mr. Proctor asked if the Borough could do away with the requirement for associating a license plate number with a specific space? No response was given.

A resident asked about the space in question and Mr. Proctor stated it would be discussed during the Public Comment section at the end of the meeting.

Mr. Proctor asked Chief Shaub to discuss the other space.

Chief Shaub stated his recommendation for 341 Locust Street was denied because the application is not signed by a Medical Doctor but a Psychologist.

Chief Shaub presented the results of a traffic study for the placement of a stop sign at the corner of S 2nd Street and Juneberry Alley. His recommendation is to install a stop sign. After a brief discussion, Chief Shaub confirmed his recommendation to install the sign.

Motion made by Ms. Segina, seconded by Ms. House, to have Mr. Gonder draft an Ordinance for the installation of a stop sign at the corner of S 2nd Street and Juneberry Alley with the reflective red tape at the bottom of the pole. Motion passed unanimously.

Chief Shaub explained how he would like to restructure the Police Department in 2023. He stated the Borough has lost 4 officers since February and he is currently doing the role of Corporal, Chief as well as Sergeant. He stated there are currently 16 applicants for the vacancies within the Department. One of the candidates is Act 120 certified and two others are currently in the academy. He stated he would like approval to open up the Corporal position and have candidates take the Corporal exam. He mentioned he would like to do away with the Sergeant position and have 2 Corporal positions eventually. Mr. Proctor asked if there is a recommendation for the position and Chief Shaub stated no, he needs approval to start the process to test for Corporal.

Mr. Segina asked if it was no sergeant and two corporals or two sergeants and no corporals. Ms. Shambaugh stated it is 2 corporals and no sergeants with a savings to the Borough of more than \$3,856.00. Council discussed the salary difference between the positions and Mr. Segina stated the Finance Committee would need to review the changes requested prior to approval of new positions.

Ms. Shambaugh provided a copy of the 2022-2023 Winter Maintenance Agreement between the Borough and PennDOT for a total amount of \$11,812.14.

Motion made by Mr. Segina, seconded by Ms. Woods, to have Ms. Shambaugh sign the 2022-2023 Winter Maintenance Agreement between the Borough and PennDOT in the amount of \$11,812.14. Motion passed unanimously.

Ms. Shambaugh presented a Repository Bid for parcel #57-033-051 on St. Mary's Drive. Ms. Shambaugh stated the parcel does not have a building on it and a copy of the tax records as well as the parcel was included in your packet for review. Mr. Segina looked up the size of the parcel prior to a motion being made.

Motion made by Mr. Segina, seconded by Ms. Woods, to approve the Repository Bid for parcel #57-033-051 on St. Mary's Drive. Motion passed unanimously.

Mr. Gonder and Ms. Shambaugh discussed the proposed language to be included on future sewer bills. The Finance Committee met to discuss the process of shutting off water service for non-payment of sewer bills. The Committee reviewed proposed language regarding the expense associated with the shut off of the water. Requesting approval to include a flyer in the August Sewer Bills outlining this cost.

Motion made by Mr. Segina, seconded by Ms. Woods, to include the language on a flyer in the August sewer bills. Motion passed unanimously.

Mr. Gonder requested approval to table both Resolutions included in the council packets until August.

Correspondence:

The following correspondence was presented by Mr. Proctor:

- Changes in Assessments
- Letter from Senator John DiSanto
- Letter from the High School regarding the Bleacher Sale

Public Comments:

Martin Harris – requested a letter of sponsorship under the Gaming Grant. He is seeking a grant of up to \$75,000 for his business, American Designed Technology. He is looking to create

another office and increase staffing to assist ethnicities, especially those of color, in Steelton with their IT issues. He is looking for space for this office and believes Steelton is an ideal location.

Mr. Proctor asked if he had met with Brooke and he stated he had. Mr. Proctor asked how this would help the residents of Steelton and Mr. Harris stated he would be providing a service, a local service to residents who need assistance.

Motion made by Ms. Hodge, seconded by Ms. House, to approve being a co-sponsor for a Gaming Grant for American Designed Technology in the amount of \$75,000. Motion passed unanimously.

Darroll Brown – requesting sponsorship for a gaming grant in the amount of \$75,000 for his company Ebony Muse. Ebony Muse will be a Cannabis Consumption location. This is a safe place for medical marijuana use outside of the card holder's residence, which is currently the only location they may medicate.

Ms. Hodge asked how this would benefit Steelton. Mr. Brown stated there are 60,000 people in Central PA and 11,900 of them have a Medical Marijuana Card. All of those individuals would have access to this space. That would draw more visitors and revenue to the Borough.

Motion made by Ms. Hodge, seconded by Ms. House, to approve being a co-sponsor for a Gaming Grant for Ebony Muse in the amount of \$75,000. Motion passed unanimously.

Lynn Clark – volunteer at the Food Pantry in Steelton. She stated they moved to Mt. Zion Church where they serve at minimum of 100 people each week. She stated they are trying to get another location near 3rd and Jefferson Street. She requested assistance in finding out the owner of Mary Jo Zada's old property.

Cheryl Powell, 321 Lebanon Street – asked the procedure to drop off leaves and twigs at Swatara Township. Mr. Segina and Mr. Proctor explained the process.

Emuel Powell, 321 Lebanon Street – asked if PA American Water was going to flush the water lines near Harrisburg Street. Mr. Segina stated the areas to be flushed are on the website.

Blakely's, 341 Locust Street – stated they applied for a handicapped parking space but were refused because there are already 3 within the same block of Locust Street. Council instructed the Blakely's to come back in August after Chief Shaub can do an inventory of all handicapped spaces and research if there is a location that would work. They also mentioned they were interested in starting a youth center in the Borough and Mr. Proctor gave them Opportunity Connects, Mr. Macon's name to connect.

Gentlemen (could not hear the name) – asked about the Borough's noise ordinance. Chief Shaub explained what the ordinance reads; however, the gentleman didn't want to have to call the Police Department every Friday night or every weekend. A stop sign at 2nd Street and Chestnut Street was discussed but a traffic study would need to be done.

Council Concerns:

Mr. Slade thanked everyone for coming.

Ms. Hodge thanked everyone for coming.

Mr. Gonder has no concerns.

Ms. Shambaugh had no concerns.

Ms. House stated she does have concerns. Ms. House asked what is a quorum? Mr. Proctor stated Council can't meet unless a quorum is in person. He stated "you being on the phone doesn't really count unless we have people in person." She stated Mr. Proctor has attacked certain members of Council. She stated you said you would be kinder and nicer when I agreed to vote you in as President. She said, "You said you were going to change and be different but you haven't". She stated nothing has changed. She stated we all have a vote. We all have a right to be involved in whatever vote happens. She said to Mr. Proctor, "We have not had an executive committee meeting in 7 months. Why not." Mr. Proctor stated we just had one. Mr. Proctor stated the job of the executive committee is to run the meeting. Ms. House asked Mr. Proctor who he meets with. He stated Ms. Renee. Ms. House stated, "She isn't even on Council. Renee is supposed to be Anne's assistant and you made her your personal secretary so you could go around others. You are going to Renee instead of who you should be working with and going to. You should be dealing with Council members, not Renee." "That's what you have done and that's what you do."

Mr. Proctor said, "Let's go back. You had an Easter Egg hunt, correct?"

Ms. House responded, "Absolutely."

Mr. Proctor said, "And you had those girls pack the bags, correct?"

Ms. House responded, "Yes."

Mr. Proctor stated, "And you told those girls you don't care if or when they show up or when correct?"

Ms. House replied, "No, that is not correct. I was there. I was there before it started. In the rain."

Mr. Proctor responded, "Oh okay."

Mr. Proctor stated his council concern is did we figure out what is happening with that eye sore at 2nd and Lincoln? Mr. Gonder stated it was sold at the Judicial Sale. So somebody bought it? They have a year to bring it up to code correct? Mr. Gonder responded yes. They do not have to pay the back taxes if sold at a Judicial Sale.

Ms. House stated she wanted to continue before she was interrupted. She requested the Borough begin discussions on our contracts including Portnoff before the budget.

Motion made by Ms. House, seconded by Ms. Woods, to vote on all contracts including Portnoff. Mr. Segina asked which contracts, by name, so he knows. Ms. Woods stated there was discussion last year, after the budget, to begin review of all contracts – auditor, engineer and all other annual agreements to review and ensure we are getting the best services at the best cost. She stated it should be discussed in Finance and then brought to Council. Mr. Proctor asked for a list of the agreements in question and the amount paid to each in the past year. Mr. Segina recommended looking at 3 years of payment to have a better understanding of the contracts.

Mr. Segina stated the Borough budgeted \$50,000 for the purchase of a new Fire Department Utility truck. Gene received quotes and the cheapest was \$37,955. The Fire Department has a grant for \$15,000 that must be used by August. As such, they are going to purchase the vehicle now but it will not be delivered until 2023 due to backlog. Gene stated the vehicle must be registered to the Fire Department in order to use the grant money. Mr. Segina stated he spoke to Mr. Gonder regarding this and it is acceptable. After the grant payment is made, the Borough will pay \$21,955. In addition, Mr. Segina stated he would like to hold some money aside in the 2023 to upfit the vehicle when it arrives. It stated it should be around \$2 or \$3,000.

Motion made by Mr. Segina, seconded by Ms. Slade, to purchase the Fire Department Utility truck at a cost of \$21,955 to the Borough. Motion passed unanimously.

Motion made by Mr. Proctor, seconded by Mr. Segina, to adjourn.

Ms. House stated, “No, the meeting is not over. I am not finished.”

Mr. Proctor stated, “Well, I am leaving.”

Motion made by Ms. House, seconded by Mr. Proctor, to change the President and to nominate Keontay Hodge as President.

Ms. Hodge exclaimed, “Whoa, wait a minute. I did not know about this.”

Mr. Segina said, “Just to give you a heads up, the actual process would be to open up the leadership and go into a public session.”

As Mr. Proctor was leaving, he shouted, “Let’s go! Let’s do to war Denae!”

Ms. House asked, “Why does it have to be war? You treat everyone badly.”

Mr. Proctor stated, “I have already had to block you on my phone and my email.”

Ms. House stated, “It’s not war. This is a meeting. You’re the one with a lawsuit.”

Ms. Hodge said, “Come on everyone, stop. Hold on. Stop! This is not where this is supposed to go.”

Motion made by Mr. Segina, seconded by Mr. Slade to adjourn. Motion passed unanimously at 8:56 pm.

Respectfully submitted,

Anne Shambaugh
Borough Secretary