

**Steelton Borough Council Meeting Agenda**  
**April 3<sup>rd</sup> 2023**

**Call Meeting to Order:** President Proctor

**Pledge of Allegiance:** President Proctor

**Moment of Silence:** Mayor Dent

**Council Meeting Roll Call:** Jack Gombach

**Additions to Agenda**

**Public Comments for Agenda Items Only**

**Approval of the Minutes**

12/19/2022, 02/06/2023, 03/06/2023, 03/20/2023

**Executive Session Announcement**

**Special Presentations**

Doug Brown & George Connor, Dauphin County

**Engineers Report**

Project Update from HRG, Inc. re the Hoffer Street Pump Station

**New Business:**

Ryan Gonder

Discussion and conditional approval by Council to enter into a Memorandum of Understanding with Penn State Health for the Borough's Community Garden Initiative. This conditional approval would be subject to the Borough's Solicitor final review.

Discussion and approval of updated Civil Service Police Rules and Regulations.

Jack Gombach

Discussion and potential action on Frank S. Brown Parking Lot Memorandum of Understanding and Deed

Discussion and potential action on whether Council would like to effectuate deed/transfer documents of storm water pipe that is part of Frank S. Brown properties

Discussion and potential action on transfer of SteeltonFest Funds to the Steelton Community Development Foundation

Approval to re-advertise Steelton Borough's Cleaning Bid Request for Proposals

Discussion and potential action on quote from Stephenson Equipment for a 270 Skid Steer Loader.

Discussion and potential action on Borough Manager Search

Discussion and approval of updated policy for Borough Vehicle Use

**Public Comments**  
**Council Concerns**

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**Present:**

Brian Proctor, President  
Michael Segina, Vice President  
Natashia Woods, Pro Temp  
Willie Slade  
Vanessa Bowers  
Ciera Dent, Mayor

Jack Gombach, Interim Borough Manager  
Randy Watts, Engineer, HRG  
Ryan Gonder, Solicitor  
Aaron Curry, Codes Enforcement Officer  
Jeff Baltimore, Public Works Director  
William Shaub, Police Chief  
Gene Vance, Fire Chief

**Absent:** Mrs. House, Mr. Jones.

President Mr. Proctor opened the meeting at 6:34 p.m. with the Pledge of Allegiance.

Mayor Dent led the group in a Moment of Silent Reflection for Mr. Slade mother passed away, Alfonso Britt was 96 passed away, Juran Lee was the 13 year was hit on the Carlisle pike on his scooter also passed away, Ieasha Colon was 29 passed away.

**Roll Call:**

The roll was not called, but the individuals listed above were present.

**Additions to Agenda (if needed):**

*Motion made by Mr. Segina, seconded by Ms. Woods to add two (2) items: the hiring of two (2) public works employees to the agenda. Motion passed unanimously.*

*Motion made by Mr. Segina, seconded by Ms. Woods to add Ms. Barksdale to the agenda after the following personnel items. Motion passed unanimously.*

**Executive Session Announcement:**

Proctor announced that an executive session was held prior to the meeting to discuss personnel and property matters.

**Public Comments on Agenda items only:**

No comments were made.

**Approval of minutes from the previous meeting:**

12/19/2022, 02/06/2023, 03/06/2023, 03/20/2023

*Motion made by Ms. Woods, seconded by Mr. Segina to table the minutes to the next meeting. Motion passed unanimously.*

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**Special Presentations:**

Doug Brown & George Connor, Dauphin County

The County is currently doing a townhome project on Frank S. Brown Blvd. Built 5 and looking to build 6 more. They would like to deed over the adjacent parking lot to the Borough, as the Borough applied for a Community Development Block grant in 2018. The grant has expired but the timeline was extended due to several reasons. The parking lot must be deeded over to the Borough so that it can place the project out for bid and have parking for those residents.

Mr. Gonder has all the information from their attorney, Kevin Hall. Connor is requesting that it be deeded over. Mr. Gonder mentioned that the memorandum of understanding (MOU) states that the property (parking lot) will go back to the County Housing Development Organization once the work is completed, as they will maintain the lot. The stormwater pipe will also be deeded to the Borough, and then owned and maintained by the Borough, signed by all residents. Dent asked if the parking would be specifically for the townhome residents. Connor responded yes.

President Proctor asked a question clarifying that Community Basics would maintain the lot and the Borough would maintain the stormwater pipe. A separate conversation will be held to discuss the possibility of Community Basics maintaining the pipe.

**Unfinished Business:**

None

**New Business:**

Mr. Gonder presented to council for consideration the conditional approval by Council to enter into a Memorandum of Understanding with Penn State Health for the Borough's Community Garden Initiative. This conditional approval would be subject to the Borough's Solicitor final review.

Mr. Gonder turned the floor over to Ms. Woods for additional information.

Ms. Woods mentioned that this has been in planning for over one year to construct approximately 18 raised-box plots at Mohn Street Park. The first community meeting was held and they are now in the process of signing residents up. They are working to establish partnerships and seeking grants. They have received a \$10K grant from Healthy Baby Initiative and met with Penn State Health to partner, in addition to another \$10K grant, other opportunities with volunteering and education.

***Motion made by Ms. Woods, seconded by Mr. Segina to approve a conditional approval by to enter into a Memorandum of Understanding with Penn State Health for the Borough's Community Garden Initiative pending the Solicitors review. Motion passed unanimously.***

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Mr. Gonder presented to council for consideration the approval to advertise the updated Civil Service Police Rules and Regulations.

***Motion made by Ms. Woods, seconded by Mr. Segina to approve the advertisement of the updated Civil Service Police Rules and Regulations. Motion passed unanimously.***

**Engineers Report:**

Mr. Watts provided a project update on the Hoffer Street Pump Station. There was an emergency repair of the grinder that needed to be done to get the pump station up and running. The grinder part of the improvement project was removed from the overall project. The grinders can be used in the project updates planned.

Mr. Watts stated outside of that, the only thing needed for the online GIS implementation is the authorization of ESRI. Mr. Watts asked Mr. Gonder if he had heard anything, Mr. Gonder stated he is working on it. Mr. Watts stated the Trewick Force Main Replacement engineer work is underway and a survey has started on that project.

Mr. Segina asked about the Hoffer Street grinder, could the cost be reimbursed from the PennVEST Grant as it was originally included in the project. Watts stated that doesn't go through HRG, but another firm and he is working on that.

Mr. Segina asked about an update on the firehouse issues. Mr. Watts referred to Public Works. Mr. Baltimore had no update. Mr. Segina asked for an update by next week to move things along.

President Proctor stated that he thought paving would be discussed. Mr. Watts said the proposal was not ready for tonight's meeting. Will be ready for the next meeting.

***Motion made by Mr. Segina, seconded by Ms. Woods to approve the Engineers report as presented. Motion passed unanimously.***

**New Business (continued):**

Mr. Gombach asked that the agenda item on transfer of Steelton Fest Funds to the Steelton Community Development Foundation be tabled.

***Motion made by Mr. Segina, seconded by Ms. Slade to table the transfer of Steelton Fest Funds to the Steelton Community Development Foundation. Motion passed unanimously.***

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Mr. Gombach asked for a 1-week extension of the cleaning bid proposals and close the bids on Monday.

***Motion made by Ms. Woods, seconded by Mrs. Bowers to approve a 1-week extension to the building cleaning RFP bids. Motion passed unanimously.***

Mr. Gombach presents for consideration a quote from for a 270 Skid Steer Loader. Mr. Gombach deferred to Mr. Segina for additional information.

Mr. Segina noted that this item was included in the 2023 Budget. Mr. Segina has asked Mr. Baltimore to get an updated quote. The updated quote came in slightly higher than the quote from 2022 at \$105,450. Mr. Baltimore stated Council could remove one of the included attachments if needed to meet the \$100,000 budgeted amount.

Mr. Segina stated that Finance had discussed this option, but with the cost savings in the 2023 budget related to the lack of staff, the Finance committee is comfortable with moving forward with the quoted price at this time.

***Motion made by Mr. Segina, seconded by Mr. Slade to approve the purchase of a 270 Skid Steer Loader from Stephenson Equipment for the quotes amount of \$105,450. Motion passed unanimously.***

Mr. Gombach presented for approval an updated policy for Borough Vehicle Use.

***Motion made by Mr. Segina, seconded by Ms. Woods to approve updated policy for Borough Vehicle Use. Motion passed unanimously.***

Mr. Segina presented a recommendation from the Personnel Committee to hire Aneis Foster for the highway labor position in the amount of \$17/hr.

***Motion made by Mr. Segina, seconded by Ms. Woods to approve hiring Aneis Foster for the highway labor position in the amount of \$17/hr, conditional on the results of the Child/Background clearances. Motion passed unanimously.***

Mr. Segina presented a recommendation from the Personnel Committee to hire Thomas Marshall for the highway operator position in the amount of \$22/hr.

***Motion made by Mr. Segina, seconded by Mrs. Bowers to approve hiring Thomas Marshall for the highway operator position in the amount of \$22/hr, conditional on the results of the Child/Background clearances. Motion passed unanimously.***

President Proctor turned the floor over to Mrs. Barksdale.

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Ms. Barbara Barksdale

Midland Cemetery is in the pending stage of getting that on the National Register for Historic Places.

Mrs. Barksdale talked to the Chief already about parking in the old parking area behind Turkey Hill, which she knows is Steelton property. President Proctor stated that it is not Borough property, and he is worried about the construction and people getting flat tires. She is leading a tour on May 12 for the Young Professionals of Harrisburg, on Adams Street, Midland, and other locations. Mrs. Barksdale wants to ensure the tour members have a parking location where they can be picked up by the bus and dropped back off at the end of the day. President Proctor stated that he will get her parking.

Mrs. Barksdale was concerned on parking with the Cocoon Project, they got permission from Cleveland Cliffs to have a showing and use a projector to screen onto the building behind the Dollar General. She wanted to be able to set up in the parking lot. She still need that piece of property to set up this one-day “cocoon” event. She tried to get a holder of Jonathan Bowers, but no response. She is unsure of the owner of the property. All she needs is parking and space. Ms. Woods had a question about the location and plan. Mrs. Barksdale will be meeting at the Locust Street steps, parading behind Turkey Hill, and having a picnic in that area. She had asked Fire Dept. about using tables and chairs.

**Public Comments:**

Valerie Spencer | 2nd & Highland St

Concerned on tractor trailers have been parking on the west side of Highland Street. She stated this is a major safety hazard. She mentioned the parking spot at Mohn & Front. President Proctor stated this has been a issue for years, former Mayor Marcinko attempted to address this, but PennDOT required a traffic engineering study to be conducted to establish weight limits. Chief Shaub stated that PennDOT established that Steelton was in compliance with their standards and that they have not heard anything from PennDOT since then. President Proctor stated the Police will look into this. Mrs. Spencer stated that the intersection is dangerous due to the parked trailers. She also mentioned that the area around St. Lawrence is filled with dog poop. President Proctor asked that Chief Shaub can reach out to the Krpans to address this.

**Executive Session:**

Not Needed.

**Other Business:**

None

*With no other business to discuss a Motion made by Mr. Segina, seconded by Mrs. Bowers to adjourn at 7:08 PM. Motion passed unanimously.*

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Respectfully submitted,

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