

Highspire Borough Council Minutes

March 17, 2020

Council President Anderson called the Highspire Borough Council meeting to order at 7:01 p.m. The prayer was offered by Member Sutch then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	Michael Anderson	A. Kay Sutch
	Carolee Roman	Tyler Thatcher
	Dorothy Matesevac	
	Marie Hoch	

Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Administrative/ Code Assistant:	Leslie Givler
Public Works Superintendent:	Randy Kreider
Borough Solicitor:	Adam Zei
Borough Engineer:	Rob Lauriello

Mayor Hoerner and Member Keith were absent.

Minutes

President Anderson presented the meeting minutes from the February 18, 2020 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Roman and seconded by Member Thatcher. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of February 2020 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Matesevac and seconded by Member Roman. Motion approved unanimously.

Mayor's Report

Mayor Hoerner was absent.

Police Department Report

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 02/25 New Emergency Management Coordinator Training – DCEMA; 03/02 Citizen's Fire Company #1 of Highspire Board meeting, Relief meeting and Company meeting; and 03/09 COVID-19 Community Leaders Meeting with Senator Perry at Penn State – Hershey. Events of Interest: Highspire Police Department meeting – Saturday, March 28, 2020 at 9:00 a.m. has been cancelled; the March 25 – 27, 2020 at PNOA (Pennsylvania Narcotics Officer Association) training has been postponed; and the Dauphin County Chief's Consortium Testing dates are Physical Fitness / Agility Test – Saturday, June 6, 2020 and the Written Exam – Saturday, June 13, 2020.

President Anderson presented the Police Department Report for the month of February 2020 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Fire Department Reports

Shirley Sundy reported that Safety Officer, Sam Rittner, posted information on the Fire Company's website regarding COVID-19. She also noted that hall rentals have been rescheduled for later dates due to COVID-19. Ms. Sundy stated that the Community Events Bake-off and Craft Show, along with the Fire Company's chicken BBQ have been cancelled.

President Anderson presented the Fire Department Treasurer's report for the month of February 2020 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Roman and seconded by Member Thatcher. Motion approved unanimously.

South Central Emergency Medical Services Report

President Anderson presented the South-Central Emergency Medical Services Report for the month of February 2020 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

None

Correspondence

February 14, 2020 – Verizon Franchise Fee Schedule / Report for the 4th Quarter of 2019 - \$4,2778.66.

February 20, 2020 – Comcast Franchise Fee - \$7,170.20

February 21, 2020 – Adjacent property acquisition request from the Law Offices of Michael Cherewka (see Agenda item #1 under New Business).

February 26, 2020 – Borough of Highspire Information Security Incident Executive Summary Report from Charles River Associates and Sodinokibi Ransomware Synopsis from Baker-Hostetler.

February 27, 2020 – Natural Resources Inventory of Dauphin County from the Manada Conservancy.

February 27, 2020 – Refund check from Weaver's Glass & Building Specialties, Inc. in the amount of \$3,100.00.

February 28, 2020 – July 1 to December 31, 2019 Supplemental New Construction Billing from the Dauphin County Office of Tax Assessment.

March 2, 2020 – PennDOT – Commonwealth of PA Remittance Advice – Notice of Payment Liquid Fuels in the amount of \$77,534.67.

March 3, 2020 – Letter from the Pennsylvania Department of Environmental Protection – Withdrawal of Ineligible Registration for the Burd Run Restoration.

March 3, 2020 – Letter from the Dauphin County Industrial Development Authority advising the Dauphin County Board of Commissioners did not approve the 2020 Roadway Rehabilitation Program project for Gaming Advisory Board grant funding.

March 3, 2020 - Susquehanna Municipal Trust 2019 Payroll Audit Statement.

March 4, 2020 – Invitation to attend the COVID-19 Community Leaders Information Meeting at Penn State – Hershey.

March 5, 2020 – Email from Keystone Collections Group – Copy of the Delinquent Earned Income Tax General Information letter sent out to Highspire residents.

March 6, 2020 – Proclamation of Disaster Emergency from the PA Governor's Office for COVID-19 Public Health Emergency.

March 9, 2020 – PA Liquor Control Board liquor license fees received \$600.00.

March 12, 2020 – Request from Jennifer Morrison, Steelton-Highspire School District, to participate in Community Clean-up Day TrashTag Challenge on Thursday, April 23, 2020.

March 13, 2020 – Email from BENECON regarding the 2019 payroll audit. The Borough will be receiving a \$2,200.00 refund.

March 16, 2020 – Letter from Mr. Ronald Klingler requesting a Forbearance Agreement for his outstanding sewer debt.

March 16, 2020 – Dauphin County Disaster Declaration.

Received quotes from General Recreation, Inc. for two different styles of picnic pavilions.

Committee Reports

Public Facilities – Member Matesevac reported that residents have been complaining about the road work on Second Street. She asked Members to suggest that other streets be taken during this time. She noted that she is not sure when the road work will be complete.

Sanitation Committee – Member Keith was absent.

Events Committee – Member Sutch reported that the Bake-off and Craft Show has been postponed and a notice was sent to participants. She also informed Members of the passing of Esther Shield's (Byrd) husband. Member Sutch announced that the Highspire Community Events Committee would be starting their own Facebook page.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman had nothing to report.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson reported that he attended the following meetings: 03/02 Citizen's Fire Company #1 of Highspire Board, Company and Relief meetings.

Safety Committee – Submitted a written report of the meeting minutes in Council's packets.

Maintenance & Repair – Member Matesevac updated Members on the projects needed at the Borough building and referred them to the Public Facilities – Maintenance & Repair handout with estimates for each project. She noted that she received estimates for the front office and council room windows, front door and the roof & parapet. She also stated that she received estimates for the Memorial Park baseball dugouts block wall and roof.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he attended the following meetings: 02/26 Meeting with Leon Feinerman, AIA; 03/03 Dauphin County Regional Stormwater Update meeting; 03/05 Meeting with Ann Morrow, PA Department of Economic Development; 03/06 Meeting with Rob Lauriello – RETTEW; 03/11 AIA Training – Fire Hire to Fire; and 03/16 Steelton-Highspire meeting to discuss breakfast and lunch distribution during COVID-19. Events of Interest: The next Dauphin County Tax Committee meeting will be held at the Middle Paxton Township Municipal Building on Wednesday, March 18, 2020 at 6:30 p.m.; The next meetings of the HATS Technical and Coordinating Committees are scheduled as follows: Technical Committee – Friday, April 3, 2020 – 9:00 a.m. and Coordinating Committee – Friday, April 17, 2020 – 9:00 a.m.; Mayor Hoerner, along with Mark Stonbraker, are enrolled to attend the 2020 PSAB Annual conference & Exhibition scheduled for June 7 -10, 2020 at the Hershey Lodge; and a reminder to please return the 2019 State Ethics forms to Leslie Givler as soon as possible.

Leslie Givler, Code & Zoning Assistant, had nothing to report and asked Members if they had any questions regarding her report.

Public Works Superintendent, Randy Kreider, discussed the precautions that have been taken at the plant due to COVID-19.

Christina Keith, Sewer Authority Chairman, was absent.

President Anderson presented the Staff Activity Reports for the month of January 2020 and asked for a motion to accept them. Motion moved by Member Tyler seconded by Member Keith. Motion approved unanimously

Solicitor's Report

Adam Zei, Solicitor, reported that on March 2, 2020 the Borough received a favorable ruling from the Commonwealth Court of Common Pleas reversing the Secretary of Education's decision in the appeal. The Commonwealth Court agreed with the Coalition's position and entered an order in favor of the Coalition in establishing an independent school district in Highspire. Solicitor Zei discussed the next steps for Highspire regarding this decision. Discussion followed. He also noted that Mayor Hoerner signed a Declaration of Emergency for Highspire Borough and clarified what the declaration means for the Borough.

Engineer's Report

Rob Lauriello, Borough Engineer, reported that the Borough was not awarded the Local Share Municipal Grant and that awards for the CDBG grant will be announced in May 2020. He noted that he has the permit for the Steel Alley Bridge project for scouring and replacing guide rails and RETTEW is ready to move forward with the project using the \$3,700.00 from last year's Local Share Municipal Grant, which has been approved by the County. He stated that the project is ready to go out for bid.

Mr. Lauriello informed Members that the pavilion plan drawing and specifications are ready and this project is ready to go out for bid. He noted that the Borough plans to purchase the pavilion through Costars and that the concrete pad, grading work, sidewalk and installation of the pavilion will be part of the bid. Mr. Lauriello informed Members that the permit for Burd Run was rejected by the Department of Environmental Protection (DEP). He stated that modifications were made to the plan and it has been resubmitted; however, this could delay the project until next year. President Anderson stated that RETTEW is waiting on a response from council on the selection of the pavilion. Discussion followed.

Old Business

None

New Business

Motion moved by Member Thatcher, seconded by Member Hoch to accept the adjacent property acquisition proposal of the Law Offices of Michael Cherwka on behalf of Paul E. Bitting. They are requesting the Borough sign a quitclaim deed transferring the property west and south of 288 Lusk Avenue in the Borough of Highspire to Mr. Bitting. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Thatcher to accept the Zoning Permit Application from Community Services Group requesting reasonable accommodation pursuant to the Federal Fair Housing Act to operate a Community Residential Rehabilitation Program at 185 Second Street in the Borough of Highspire. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to direct staff to release the March 2020 contribution to the Highspire Citizens Fire Department as indicated in the 2020 General Fund Budget. Amount to be paid to the Company \$2,000.00 Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Thatcher to approve Highspire Borough Council Resolution 14-2020 approving the actions of Mayor Hoerner which include the Declaration of Disaster Emergency on March 17, 2020. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Matesevac to approval the payroll and bills. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Hoch to approve Citizen's Fire Company #1 of Highspire to purchase three (3) Setcom Wireless Radio / Communications headsets to place on Engine 55 in the amount of \$3,700.12. The funds would come out of the allotted \$5,000.00 Equipment Fund/ budget line item the Borough has set up for the fire department. Motion approved unanimously.

With no other action to be taken, President Anderson adjourned the meeting at 7:36 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager