



Borough of Highspire
Workshop Meeting of the Highspire Borough Council
January 11, 2022

“When it can be said by any country in the world, my poor are happy, neither ignorance nor distress is to be found among them, my jails are empty of prisoners, my streets of beggars, the aged are not in want, the taxes are not oppressive, the rational world is my friend because I am the friend of happiness. When these things can be said, then may that country boast its constitution and government. Independence is my happiness, the world is my country and my religion is to do good.”

— Thomas Paine, Rights of Man

1. Call to Order
2. Prayer/Pledge of Allegiance
3. Roll Call
4. Acceptance of Minutes – Regular Meeting on December 21, 2021 and Reorganization Meeting January 3, 2022.
5. Financial Reports
 - a. Treasurer’s Report for December 2021
 - b. Monthly Financial Statements - December 2021
 1. General Fund
 2. Sewer Administration Fund
 3. Sewer O & M Fund
6. Mayor’s Report
7. Public Safety Director’s Monthly Report for December 2021
8. Fire Department Report - December 2021

- a. Fire Chief Report
- b. Treasurer's Report
- 9. South Central Emergency Medical Services Report for November 2021
- 10. Citizens' Comments (limit 3 minutes)
- 11. Committee Reports
 - a. Public Facilities Committee
 - b. Sanitation Committee
 - c. Highspire Happenings
 - d. Finance/Administration Committee
 - e. Personnel Committee
 - f. Community Development Committee
 - g. Public Safety Committee
 - h. Safety Committee
 - i. Maintenance & Repair Committee
 - j. Junior Council Member
- 13. Staff Activity Reports
 - a. Borough Manager's Report - Mark Stonbraker
 - b. Code Enforcement Report - Deanna Proctor
 - c. Public Works Department Report - Randy Kreider
 - d. Highspire Authority - Christina Keith
 - e. Grant Administrative Report & Fire Department Financial Report
 - f. Sewer Billing Adjustments & Reconciliations for December, 2021

14. Solicitor's Report
15. Engineer's Report
16. Old Business
 - a. Motion to approve the proposal from Pyramid Construction (PCI Estimate # 1-201-5805A) for replacing the five (5) west side Council Room windows of the Highspire Borough Municipal Building. Total cost of the project is \$25,050.00 which will be paid out of the General Fund Capital Reserve PLGIT.
 - b. Motion to approve the proposal from Pyramid Construction (PCI Estimate # 1-201-6161) for replacing the two (2) Main Entrance side windows and cleaning / calking the railing pockets of the handicap ramp of the Highspire Borough Municipal Building. Total cost of the project is \$1,359.00 and \$3,525.00 respectively which will be paid out of the General Fund Capital Reserve PLGIT.
17. New Business
 - a. Motion to direct staff to release the January 2022 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2022 General Fund Budget. Amount to be paid to the Company \$2,000.00
 - b. Motion to approve the proposal from Pyramid Construction (PCI Estimate # 1-201-5805B) for replacing the eight (8) basement windows of the Highspire Borough Municipal Building. Total cost of the project is \$13,290.00 which will be paid out of the General Fund Capital Reserve PLGIT.
 - c. Motion to approve Highspire Borough Ordinance #633 of 2022, establishing a handicap parking space at 611 Eshelman Street Highspire.
 - d. Motion to approve Highspire Borough Council Resolution #1-2022 appointing Mark Stonbraker as a voting delegate and reappointing Deanna Proctor as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee.
 - e. Motion to approve Highspire Borough Council Resolution #2-2022 appointing Mark Stonbraker as an officer and Deanna Proctor as a voting delegate representing the Borough of Highspire on the Capital Region Council of Governments.
 - f. Motion to approve Highspire Borough Council Resolution #3-2022 setting employee contributions to the police pension plan for the 2022 plan year.

g. Motion to approve Highspire Borough Council Resolution #4-2022 setting employee contributions to the non-uniformed employee pension plan for the 2022 plan year.

h. Motion to approve Highspire Borough Council Resolution #5-2022, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2015, which include Sewer Administration documents, General Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2015 and Tax Collection and Assessment records, all records prior to 2014.

i. Motion to approve the proposal by Higher Information Group for the replacement of the security cameras for the Municipal Building. Total cost of the project is \$16,878.78 which will be paid out of the American Rescue Plan Act (ARPA) funds.

j. Motion to approve the proposal by Higher Information Group for the digitalization of essential Borough records. Total cost of the first phase of the project is \$20,000.00 which will be paid out of the American Rescue Plan Act (ARPA) funds.

18. Approval of Payroll and Bills

19. Adjournment