

Highspire Borough Council Minutes

January 15, 2019

Council President Sutch called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Anderson then followed by the Pledge of Allegiance.

Roll call was taken:

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

Borough Manager:	Mark Stonbraker
Assistant Borough Secretary:	Deanna Proctor
Code Enforcement Officer:	Terence Watts
Public Works Superintendent:	Randy Kreider
MS4 Coordinator:	Cody Lyons
Borough Solicitor:	Adam Zie
Borough Engineer:	Rob Lauriello

President Sutch introduced Adam Zie, the Borough's new Solicitor.

Mayor Hoerner announced the winners of the 2018 Holiday Decorating Contest and awarded prizes.

Minutes

President Sutch presented the meeting minutes from the December 18, 2018 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 Matesevac. Motion approved unanimously.

Financial Reports

President Sutch presented the Treasurer's Report and Financial Statements for the month of December 2018 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Hoch and seconded by Member Thatcher. Motion approved unanimously.

Mayor's Report

Mayor Hoerner noted that she attended the following meetings and events: 12/19 3rd Grade Mentoring; 12/31 Attended the New Year's Eve Celebration in Highspire – she gave a special thank you to the Highspire Fire Company, Events Committee, and Anderson Mechanical for making the event a success; 01/05 Attended the Steelton-Highspire High School Science Fair with over 130 participants; 01/07 Fire Department meeting to swear in the Officers for 2019; 01/09 3rd Grade Mentoring; and 01/10 She had a meeting with a community member and she received an email from Kyle Kondracki with the Senators. She noted that Council would need to choose a night from the schedule for a community night at the Senators. She also noted that there is five (5) 4-year terms and one (1) 2-year term school board seats up for election. Mayor Hoerner noted that she had the following upcoming meetings: 04/20 Highspire Community Day with the Senators at 2:00 p.m.; 01/24 Meeting about possible Health Fair in the Community; and 3/13 Meeting with the Dauphin County Library System. She also discussed re-establishing National Night Out, the Community Backpack Program and Young Lungs at Play.

Police Department Report

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 01/07 Citizen's Fire Department Fireman's Aid and General Member meeting; 01/08 Steelton-Highspire High School Resource meeting; and 01/10 Staff meeting for all full-time police officers. Events of interest: On Thursday, December 20, 2018 the two new police vehicles were picked up from 911 Rapid Response and have been placed into service; the officers now have access to PoliceOne online training which can be used toward their annual MIST requirements; there is an opening on the Highspire Borough Civil Service Commission left vacant by Ms. Jamie Hadley whose appointment expired on December 31, 2018 and Mary Jane Snyder has expressed interest in the position; February 4 – 6, 2019 Manager Stonbraker and Sgt. Canfield will be attending the 2019 Traumas of Law Enforcement conference in Hershey; the TMI drill training has been scheduled for March 14, 2019 at 6:00 p.m. and the TMI drill has been scheduled for May 7, 2019.

President Sutch presented the Police Department Report for the month of December 2018 and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

Fire Department Reports

Shirley Sundry noted that on Saturday, January 19, 2019 will be Paint Night at the firehouse.

President Sutch presented the Fire Chief's Report and Treasurer's report for the month of December 2018 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 Anderson. Motion approved unanimously.

South Central Emergency Medical Services Report

President Sutch presented the South Central Emergency Medical Services Report for the month of November and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

Citizen's Comments

None

Correspondence

Email from Andrew Megonnell, Dauphin County EMA, in reference to the 2019 TMI/PBAPS ALL EPZ Training Day event scheduled for Saturday, February 2, 2019 from 7:00 a.m. to 5:00 p.m. at the Lancaster County Training Center.

A letter was sent to Mr. Mortimore, 183 Market Street, denying his request for the posting of a handicap permit number below the handicap parking sign in front of his residence.

Email from Georgann Thompson dated December 20, 2018 tendering her resignation as Council Member.

Letter and email from Steelton Borough Manager, Douglas Brown, offering to provide the street sweeping services to the Borough. Street sweeping is scheduled the week of June 3, – June 7, 2019.

Letter from Christina Irene Keith dated January 8, 2019 expressing her interest to serve as Interim Council Member, filling Georgann Thompson's vacancy.

A letter from the Harrisburg Area Transportation Study informing the Borough of the next meeting dates: Technical Committee, February 8, 2019 at 9:00 a.m. and Coordinating Committee, February 22, 2019 at 9:00 a.m.

A letter from RETTEW in reference to the 346 and 352 High Street subdivision.

A letter from the Dauphin County Industrial Development Authority concerning the 2018 Local Share Municipal Gaming Grant awarded for the Highspire Borough Roadway Rehab Program project. The County is advising that the Borough has until March 1, 2019 to initiate the project.

A letter from the Dauphin County Office of the Tax Claim Bureau announcing a 30-day interest free grace period for returned 2018 County Real Property Tax.

Committee Reports

Public Facilities – Member Matesevac noted that the holiday decorations were taken down. She discussed the possibility of having businesses in the borough decorate in front of their business. She asked that if members see any properties in the borough that have high grass or are in need of repair to please inform her or Terry Watts, Codes & Zoning Officer.

Sanitation Committee – Vacant

Events Committee – President Sutch noted that the committee has a list of the events scheduled for 2019 and will be handing out flyers with the event dates.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman thanked everyone who came out for the New Year's Eve Celebration in Highspire.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – Member Anderson thanked all who were involved in setting up for the New Year's Eve Celebration. He noted that he attended the following meetings: 01/07 Highspire Fire Department meeting; 01/10 Meeting with the Chief and Assistant Chief regarding grants; and he noted that on January 22, 2019 the Dauphin-Lebanon County Borough's Association meeting is scheduled.

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

Junior Council Member – No Junior Council Member at this time.

Staff Activity Reports

Mark Stonbraker, Borough Manager, noted that he attended the following meetings: 01/09 Borough staff meeting. Events of Interest: The CapCOG yearly dinner meeting will be held on January 21, 2019 at the Radisson Hotel, 1150 Camp Hill Bypass, Camp Hill, Pennsylvania; Dauphin-Lebanon County Borough's Association Dinner meeting will be held on Tuesday, January 22, 2019 from 6:00 p.m. – 8:00 p.m. at the Perkins Family Restaurant & Bakery, 7833 Linglestown Road, Harrisburg, PA 17112; The South Central EMS Employee Appreciation Party is scheduled for Saturday, January 26, 2019 at 5:00 p.m. at the Holiday Inn, 604 Station Road, Grantville, Pennsylvania; and the CapCOG is asking municipal politicians to attend a meeting at the Hampton Township Fire Department, Good Hope Station, 1200 Good Hope Road, Mechanicsburg on February 18, 2019 at 7:00 p.m. for a presentation and to discuss enrollment issues with volunteer fire companies.

Terence Watts, Code Enforcement Officer, had nothing to report.

Randy Kreider, Public Works Superintendent, noted that PennDot started their preliminary design for the Rt. 230 road project. He stated that he is trying to contact PennDot to schedule a meeting regarding the crosswalks.

Von Hess, Sewer Authority Chairman, had nothing to report.

Cody Lyons, MS4 Coordinator, had nothing to report.

President Sutch presented the Staff Activity Reports for the month of December 2018 and asked for a motion to accept them. Motion moved by Member Anderson seconded by Member Thatcher. Motion approved unanimously.

Solicitor's Report

Solicitor Zie stated that he had nothing to report and would have a report at the next scheduled council meeting regarding litigation matters.

Engineer's Report

Rob Lauriello, Borough Engineer, noted that he attended a meeting on January 15, 2019 regarding the Poplar Street project. He also noted that the Borough will need to begin to expend the grant funds by March 1, 2019. He stated that the other grant opportunities, such as the Growing Greener grant, are progressing.

Old Business

The 2019-2021 Bio-solids contract for Advanced Disposal Services Eastern PA, Inc. has been signed.

The Notice of Termination for the Zoning and Code Enforcement Services Agreement with the Borough of Royaltown has been sent out via certified mail.

New Business

Motion moved by Member Matesevac, seconded by Member Anderson to approve the resignation of Georgann Thompson from Borough Council, effective December 20, 2018. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve Resolution 1-2019 appointing Mark Stonbraker as a voting delegate and reappointing Marie Hoch as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Thatcher to approve Resolution 2-2019 reappointing Terence Watts as the voting delegate and Marie Hoch as an alternate delegate representing the Borough of Highspire on the Capital Region Council of Governments. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Anderson to approve Resolution 3-2019 setting employee contributions to the non-uniformed employee pension plan the 2019 plan year. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve Resolution 4-2019 setting employee contributions to the police pension plan for the 2019 plan year. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Hoch to approve Resolution 5-2019 reappointing Nicholas Matesevac to another two-term of office on the Highspire Borough Planning Commission. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher to approve Resolution 6-2019 reappointing Ann Castaneira to another two-year term of office on the Highspire Borough Environmental Advisory Board. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Thatcher to approve Resolution 7-2019 reappointing Ronald Klingler to another two-year term of office on the Highspire Borough Zoning Hearing Board. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to approve Resolution 8-2019 appointing Nicholas Matesevac to a five-year term of office on the Highspire Borough Authority. Motion approved unanimously. Mayor Hoerner swore in Nicholas Matesevac to the Highspire Borough Authority.

Motion moved by Member Roman, seconded by Member Hoch to approve the 2019 GEO Plan System Software License and Service Agreement which was included in the 2019 General Fund Budget (414.213). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to direct staff to release the January 2019 contribution to the Highspire Citizens Fire Department as indicated in the 2019 General Fund Budget in the amount of \$2,000.00. Motion approved unanimously.

President Sutch noted that she received a letter from Christina Irene Keith dated January 8, 2019 expressing her interest to serve on Borough Council for the remainder of the term left vacant by Georgann Thompson.

Motion moved by Member Matesevac, seconded by Member Roman to approve appointing Christina Keith to fill the vacant seat on Borough Council for the remainder of the term left vacant by Georgann Thompson. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Anderson to approve Council Resolution 9-2019, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2012, which include Sewer Administration, documents, General Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2012 and Tax Collection and Assessment records, all records prior to 2011. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approve Council Resolution 10-2019, appointing Mary Jane Snyder, to the Highspire Civil Service Commission to fill the term previously held by Jamie Hadley. Term expires December 31, 2024. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve Council Resolution 11-2019, approving the sale of surplus property, a 2010 Ford Crown Victoria, as is, to Craig Weidner who submitted a bid of \$1,106.00. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher for the conditional approval of the Final Minor Subdivision Plan for 346 and 352 High Street (Trent and Theresa Gravley Properties). Motion approved unanimously.

Engineer Lauriello discussed the Final Minor Subdivision Plan and the letter he received dated January 4, 2019 regarding moving the lot line for 346 and 352 High Street. He asked for Council's approval with the eight (8) modification requests and conditional approval of the plan with four (4) comments as outlined in RETTEW's letter.

Motion moved by Member Anderson, seconded by Member Roman to approve the eight (8) modification requests and a conditional approval of the plan with the four (4) comments outlined in RETTEW's letter. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Hoch to deny the 30-day interest free grace period for returned 2018 County Real Property Tax by the Dauphin County Office of Tax Claim Bureau. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Anderson to direct Mark Stonbraker, Borough Manager, to send a letter to the Dauphin County Office of Tax Claim Bureau denying the 30-day interest free grace period for returned 2018 County Real Property Taxes. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Thatcher to approve payroll and bills. Motion approved unanimously.

With no other action to be taken, President Sutch adjourned the meeting at 7:46 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Deanna J. Proctor". The signature is written in a cursive style.

Deanna Proctor
Assistant Borough Secretary