

Highspire Borough Council Minutes

January 21, 2020

Council President Anderson called the Highspire Borough Council meeting to order at 7:02 p.m. The prayer was offered by President Anderson 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	Christina Keith
	Marie Hoch	

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

Minutes

President Anderson presented the meeting minutes from the December 17, 2019 Council meeting, January 6, 2020 Reorganization meeting and the January 14, 2020 Workshop meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Keith and seconded by Member Roman. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of December 2019 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Roman and seconded by Member Matesevac. Motion approved unanimously.

Mayor's Report

Mayor Hoerner announced the award winners of the 2019 Home Decorating Contest and then noted that she attended the following meetings and events: 12/20 Borough Christmas Party; 12/21 Rode on the fire engine with Santa; 12/31 Borough New Year's Eve celebration; 01/02 Dauphin County Commissioners' Inauguration; 01/12 swore in firefighter's; 01/17 attended visitation for Hummelstown Mayor Brad Miller's services; and 01/20 swore in the Fire Police. Mayor Hoerner also mentioned that she will be on vacation from March 15, 2020 to March 21, 2020.

Police Department Report

Mark Stonbraker, Public Safety Director, noted that he attended the Dauphin County Chief's meeting on January 15, 2020. He also reported that the Dauphin County Chief's Consortium testing is as follows: 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 December 2019 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Fire Department Reports

President Anderson presented the Fire Department Treasurer's report for the month of December 2019 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Keith and seconded by Member Hoch. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

None

Correspondence

December 4, 2019 – Letter from the Pennsylvania Department of Labor & Industry certifying the Highspire Workplace Safety Committee.

December 11, 2019 – Downstream notification letter from the Ames Companies, Inc.

December 16, 2019 – Letter from Eckert Seamans Attorneys at Law concerning the proliferation of “skill games” across the Commonwealth.

December 19, 2019 – Letter from the Humane Society of Harrisburg Area thanking the Borough of Highspire for approving the 2020 Municipal Animal Services Agreement.

December 23, 2019 – Letter from Steelton Police Chief Anthony Minium thanking the Highspire Police Department for covering calls during a funeral service.

January 2, 2020 – Letter from Mr. Von Hess informing the Borough that he is resigning from his position as Chairperson on the Highspire Borough Authority, effective immediately.

January 3, 2020 – Letter from Mr. Robert Sutch informing the Borough that he is resigning from his position as Treasurer on the Highspire Borough Authority.

January 3, 2020 – Letter to Weaver’s Glass & Building Supplies, Inc. from Solicitor Adam Zei concerning the ongoing issues with the police department window replacement.

January 6, 2020 – Letter from Boyer & Ritter concerning matters related to the planned scope and timing of the 2019 audit.

January 6, 2020 – National Bridge Inspection Standards Inspection Notification from PennDOT.

January 7, 2020 – Notification from the Dauphin county Bureau of Registration & Elections listing dates for the Special Election on Tuesday, January 14, 2020 and dates for the 2020 Presidential Primary, Tuesday, April 28, 2020 and Election, Tuesday, November 3, 2020.

January 8, 2020 – Downstream notification letter from Storb Environmental Inc.

January 8, 2020 – Landowner – Grantee agreements were mailed to the four property owners who will be affected by the Burd Run Stream Restoration Project.

January 9, 2020 – Letter from Holly C. Martz, Deputy Director Dauphin County Tax Claim Bureau, asking if the Borough of Highspire was interested in participating in a 30-day interest free grace period for returned 2019 County Real Property Tax (see item “h” under Agenda – New Business).

January 14, 2020 – Letter from Londonderry Township requesting assistance with traffic control for the 12th Annual Stars & Stripes Salute scheduled for Saturday, June 27, 2020.

January 14, 2020 – Email from David DeLuce informing the Borough that he will be leaving Johnson Duffie at the end of the month to take a full-time position at Penn State Health.

January 14, 2020 – Downstream notification letter from World Energy Harrisburg, LLC.

January 17, 2020 – Letter from Mr. Tom Otzel informing the Borough that he is resigning from his positions on the Highspire Authority and the Highspire Zoning Hearing Board, effective immediately.

Committee Reports

Public Facilities – Member Matesevac stated that she will be attending the HATS meeting on Friday, January 24, 2020. She also noted that Shirley Sundry asked when the road work on Rt. 230 would be completed. She informed

Ms. Sundry that this depends on when they get started, the weather and how much work will need to be done. She reported that she will be working with Cody Lyons on the planters.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – President Sutch reported that the Committee is in the process of planning their events for the year 2020. She noted that in March there will be a Bake-Off / Craft Sale. She handed out flyers to members.

Finance/Administration – Member Thatcher noted that he attended the Sewer Authority meeting on January 16, 2020. He also reported that the Memorial at Memorial Park has been spray painted and it will need to be removed.

Personnel – Member Roman had nothing to report.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson noted that he did not attend the Fire Department Board meeting this month since he was at the January 6, 2020 Borough Council Reorganization meeting. He reported that he attended the Sewer Authority meeting on January 16, 2020.

Fire Department – Shirley Sundry noted that they have had a lot of reservations made for the hall and that the roast beef dinner will be on February 9, 2020. She mentioned that the Highspire United Methodist Church is having a Chili Cook-off on March 29, 2020 from 1:00 pm. – 4:00 p.m. and they will also be handing out bags to business for Valentines Day. Manager Stonbraker asked for dates for the bucket drives for 2020.

Safety Committee – Submitted a written report of the meeting minutes in Council's packets. Manager Stonbraker noted that the Committee received their certificate for workplace safety from the Department of Labor & Industry.

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

President Anderson noted that members have a copy of the Borough of Highspire Committee list in their packets. He stated that he is still fine tuning a couple of things on the list.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he attended the Steel Alley bridge inspection meeting with Randy Kreider, WWTP Superintendent, and the inspection engineer on December 30, 2019. He noted that he had numerous telephone conference with Baker-Hostetler, Coveware, Inc. and Charles Rive Associates concerning the recent ransomware attack. He also reported that he attended the New Year's Eve Celebration at Memorial Park.

Manager Stonbraker stated that the Sobinokibi ransomware attack that occurred on or about December 27, 2019 has been mitigated with the help of Ron Lawson, Baker-Hostetler, Coveware, Inc. and Charles River Associates (CRA). He noted that forensic data collected by CRA is still being evaluated, but it appears there was no exfiltration of data. He also reported the following events of interest: 01/08 and 01/09 – Shearer Locksmith re-keyed and re-coded the locks for the Borough Municipal Building and Wastewater Treatment Plant; 01/09 EAW Security repaired the magnetic lock for the foyer door and Weavers Glass finished reinstalling the upper transom windows for the police department; the Highspire Public Works Department has been working on the roof leak and it appears they were able to repair it; and Ron Lebo also finished the lights in the hallway at the municipal building.

Leslie Givler, Code & Zoning Assistant, asked members to let her know if they have any questions regarding Code & Zoning issues.

Randy Kreider, Public Works Superintendent, attended a meeting on January 21, 2020 along with five (5) other municipalities regarding problems with the woody waste leaf disposal and how they are having the same issues. He stated that he will discuss more about the meeting at the February workshop.

Christina Keith, Sewer Authority Chairman, reported that there are no new projects and she has just started her new role as chairperson. She noted that the Authority is working on getting the three (3) vacancies filled. She stated that they are continuing to work on the Burd Run and Mary Alley projects.

President Anderson presented the Staff Activity Reports for the month of December 2019 and asked for a motion to accept them. Motion moved by Member Tyler seconded by Member Hoch. Motion approved unanimously

Solicitor's Report

Adam Zei, Solicitor, discussed the correspondence, mentioned by Manager Stonbraker, regarding the status of PA Games of Skill machines that are located in a couple of locations in the borough. He reviewed the case law regarding this type of machine as to whether these machines are considered a game of skill or if they represent gambling.

Mr. Zei also discussed item I, under New Business on the agenda. He stated that the ordinance is in council members packet for review and for potential approval to advertise the publication of Borough Ordinance #625 of 2020 amending Section 12 of The Borough Highspire Stormwater Management System Use Fee Ordinance #609-2016. He discussed the proposed ordinance.

Mr. Zei requested an Executive Session to discuss a litigation matter and a personnel issue.

Engineer's Report

Rob Lauriello, Borough Engineer, reported that there is some work that needs to be done on the pavilion, once the new ordinance is in place, RETTEW can find a contractor to work on the pavilion. He noted that the survey was done and the Burd Run project will be ready to commence. He asked for a motion to authorize RETTEW to begin the specifications and contract preparation for the pavilion relocation project.

Motion moved by Member Hoch, seconded by Member Roman authorizing RETTEW to begin the specification and contract preparation for the pavilion relocation project. Motion approved unanimously.

Mr. Lauriello stated that plans have been submitted to the Department of Environmental Protection (DEP) for permit review and approval for the Burd Run project. He also updated members on two grant requests, the Local Share Municipal grant, he anticipates, will be awarded in March and the CDBG grant will be awarded the beginning of May. He noted that, as Member Keith mentioned, the Authority authorized the survey and design of the replacement of two sewer lines on Mary Alley. He noted that survey crews from RETTEW will be out on Mary Alley if resident should call and want to know why they are there.

Old Business

None

New Business

Motion moved by Member Roman, seconded by Member Thatcher to approve Highspire Borough Council Resolution #02-2020 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 Keith, seconded by Member Roman to approve Highspire Borough Council Resolution #03-2020 appointing Mark Stonbraker 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 Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution #04-2020 appointing Deanna Proctor to a five-year term of office on the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution #05-2020 setting employee contributions to the non-uniformed employee pension plan for the 2020 plan year. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution #06-2020 setting employee contributions to the police pension plan for the 2020 plan year. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to direct staff to release the January 2020 contribution to the Citizens Fire Company #1 of Highspire 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 #07-2020, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2013, which include Sewer Administration documents, General Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2013 and Tax Collection and Assessment records, all records prior to 2012. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve the successful completion of Laboratory supervisor Brenda Malone's 90-day employment probation period which will conclude on January 27, 2020. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution #08-2020 appointing Jenna Charles to a five-year term of office on the Highspire Borough Authority. Motion approved unanimously.

Motion to approve Highspire Borough Council Resolution #09-2020 appointing Patrick Cibellis to a five-year term of office on the Highspire Borough Authority. Member Sutch asked where he lives in the borough and if he has lived there for at least a year. This motion was tabled until the February 18, 2020 Council meeting.

A request by Brooke A. Barton for consideration of a handicapped parking space to be placed at 46 Willow Street, Highspire, PA 17034.

Motion moved by Member Keith, seconded by Member Roman to approve the publication of Borough Ordinance #624 of 2020, to establish a handicap parking space at 46 Willow Street, Highspire, PA 17034. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve the publication of Borough Ordinance #625 of 2020 amending Section 12 of the Borough of Highspire Stormwater Management System Use Fee Ordinance (Ordinance No. 609-2016). Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution #10-2020 establishing a Maintenance and Repair Committee. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Matesevac allowing Highspire Borough Manager, Mark Stonbraker, to respond to Dauphin County Tax Claim Bureau Deputy Director Holly C. Martz, informing the Bureau that the Borough of Highspire opposes the extension of the 30-day interest free tax period for delinquent tax claims of effected properties within Highspire Borough. Motion approved unanimously.

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

Executive Session: 7:48 p.m.
Reconvene: 8:26 p.m.

Member Thatcher asked if the refinancing of the bond was completed. Solicitor Zei noted that the closing was completed in December 2019.

President Anderson reminded members to turn in a copy of their driver's license and the Statement of Financial Ethics forms.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member Keith, seconded by Member Roman to adjourn the meeting at 8:27 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager