

## Highspire Borough Council Minutes

February 18, 2020

Council President Anderson called the Highspire Borough Council meeting to order at 7:02 p.m. The prayer was offered by Vice President Roman 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
Assistant Borough Manager:	Deanna Proctor
Administrative/ Code Assistant:	Leslie Givler
Borough Solicitor:	Adam Zei
Borough Engineer:	Rob Lauriello

Public Works Superintendent, Randy Kreider, was absent.

### **Minutes**

President Anderson presented the meeting minutes from the January 21, 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 Keith. Motion approved unanimously.

### **Financial Reports**

President Anderson presented the Treasurer's Report and Financial Statements for the month of January 2020 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 Matesevac. Motion approved unanimously.

### **Mayor's Report**

Mayor Hoerner report that on 01/27 she attended the Quarterly Dauphin-Lebanon Borough's Association meeting; 02/05 she met with prospective buyers for the Citizen's Bank property; and on 02/14 she swore in Officer Troy Elhajj as a part-time patrol officer.

### **Police Department Report**

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 02/03 Dauphin County Safe schools meeting; 02/03 Citizen's Fire Company #1 of Highspire Board and Relief meetings; and 02/11 Steelton-Highspire School Resource meeting. Events of Interest: The Dauphin County Chief's Consortium Testing – Physical Fitness/Agility Test is Saturday, June 6, 2020 and the Written Exam is on Saturday, June 13, 2020.

President Anderson presented the Police Department Report for the month of January 2020 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 January 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 Keith. Motion approved unanimously.

### **South Central Emergency Medical Services Report**

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

### **Citizen's Comments**

None

## **Correspondence**

Faxed the Borough's response to the January 9, 2020 letter from Dauphin County Tax Claim Bureau Deputy Director Holly C. Martz, informing her that the Borough of Highspire opposes the extension of the 30-day interest-free tax period for delinquent tax claims of effected properties within the Highspire Borough.

January 21, 2020 – Memo from the Dauphin County Tax Committee

January 21, 2020 – Email to Robert Stout, Dauphin County EMA, informing him that the Borough will be participating in the Countywide EOC Functional Exercise scheduled for Saturday, April 17, 2021.

January 22, 2020 – Received all documentation for the General Obligation Bonds, Series of 2019 from Stevens & Lee.

January 24, 2020 – Letter to Anderson Mechanical thanking them for their gracious donation of a heated tent during the Borough's New Year event in Memorial Park.

January 24, 2020 – Letter from Highspire Borough Police Officers Association expressing their desire to schedule a meeting to begin contract negotiations on a new agreement.

January 29, 2020 – Resignation letter from Officer Jeffrey LeVan.

January 29, 2020 – Notice of Rule for Judicial Sale for the following properties: 174 Walnut Street, 16 Vine Street and 205 (Rear) Frederick Street.

January 30, 2020 – Letter to Mr. Eric Tritch thanking him for his donation of exercise equipment to the Highspire Police Department.

January 30, 2020 – Email from Michelle Hart concerning closure a section on Whitehouse Lane for the resumption of MEII Pipeline Project drilling.

January 30, 2020 – PA Unemployment Compensation Board of Review, Referee's Decision / Order reversing and denying Jeffrey LeVan's unemployment compensation.

February 3, 2020 – PA DEP (Department of Environmental Protection) Notification of Erosion & Sediment Control Permit Approval for the MEII Pipeline Project.

February 3, 2020 – DCCD (Dauphin County Conservation District) Dirt, Gravel, and Low Volume Road Maintenance Program Updates.

February 3, 2020 – Mailed a letter to Weaver's Glass & Building Supplies, Inc. demanding 25% reimbursement (\$3,100.00) of the cost of the window installation.

## **Committee Reports**

Public Facilities – Member Matesevac asked about the status on the used car lot on Second and Ligan Streets and if it was still being developed. Manager Stonbraker stated that the owner is still working on the lot as he has the funds. She also noted her concerns regarding a property on Market Street that is a safety issue and asked what could be done. Discussion followed. Member Sutch asked about the hole in the block at the dug out in Memorial Park. Discussion followed.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – President Sutch had nothing to report.

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: 01/27 the Dauphin-Lebanon Borough's Association meeting; 01/28 Fire Department Board of Directors meeting; and 02/03 Citizen's Fire Company #1 Company and Relief meetings.

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

Maintenance & Repair – Member Matesevac asked President Anderson about the borough roof. She noted that she wasn't sure what she was supposed to check. President Anderson stated that the roof was leaking and he wanted the Committee to see if it is still leaking and what is being done to fix it. Manager Stonbraker stated that he will check with the Highway Department to check on the roof.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that he attended the following meetings: 01/15 Highspire Civil Service meeting; 01/21 PA Labor & Industry Appeal Hearing for Jeffrey LeVan; 01/27 Dauphin-Lebanon Boroughs Association meeting; 01/27 – 01/31 – Boyer & Ritter audit of the 2019 financial records; and 01/29 Highspire Civil Service meeting. Events of Interest: Baker-Hostetler, Coveware, Inc. and Charles River Associates (CRA) have concluded their mitigation and investigation into the Sobinoki ransomware attack and they are finalizing their forensic report; The Borough is enrolled in PSAB's Membership Training Program which allows any Borough staff and official to attend all webinars for free and a 50% discount on classroom training; The Administrative Policy and Procedures and Non-Uniformed Employee Work Rules have been completed and distributed; and on Thursday, February 27, 2020 the Biennial Local Government Seminar for Elected Officials will be held at the Dauphin County Conservation District, 1451 Peters Mountain Road, Dauphin, PA. Refreshments and networking reception will be at 5:30 p.m. and the program will run from 6:00 p.m. to 7:30 p.m.; Dauphin County Task Committee meeting will be held at the Middle Paxton Township building on March 18, 2020 at 6:00 p.m.; He noted that he along with Mayor Hoerner are enrolled to attend the 2020 PSAB Annual Conference and Exhibition scheduled for June 7 – 10, 2020 at the Hershey Lodge. Manager Stonbraker also reminded members to return their 2019 State Ethics form 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 was absent. Manager Stonbraker stated that Superintendent Kreider asked that he inform members that he attended a meeting with Swatara Township regarding their woody waste facility. He stated that Swatara Township is asking that the Borough support their pursuit of a grant for new equipment. He noted that there will be a yearly fee for the Borough; however, the fees collected for Highspire's woody waste should cover this fee.

Christina Keith, Sewer Authority Chairman, had nothing to report.

Shirley Sundy, Citizens Fire Company #1, reported that hall rentals are booked for February and March. She also noted that the fire company will be holding a Paint Night fundraiser on March 30, 2020 and April 27, 2020.

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, discussed the scheduled Judicial Sales on three (3) properties in the Borough. He explained the difference between a Sheriff's Sale and a Judicial Sale. He noted that Judicial Sales are free and clear of any liens or debt on the property. Discussion followed. Mr. Zei requested an Executive Session to discuss a litigation matter.

### **Engineer's Report**

Rob Lauriello, Borough Engineer, reported that there is no status change on the Local Share Municipal Grant and he anticipates notice to award on March 1, 2020. He also stated that there is no change on the status of the 2020 CDBG application or the permit for the Burd Run project. Mr. Lauriello noted that he provided a sketch plan to members on the approximate location of the new pavilion and asked for feedback on the new location. Discussion followed.

### **Old Business**

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution 9-2020 appointing Patrick Cibellis to a five-year term of office on the Highspire Borough Authority. Motion approved unanimously.

**New Business**

Motion moved by Member Roman, seconded by Member Keith to approve Highspire Borough Council Resolution #11-2020 in support of Swatara Township's grant application to help fund heavy equipment needed to operate the compost facility located in Swatara Township. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution #12-2020 amending the term of office dates for Jenna A. Charles on the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution #12-2020 appointing Mark Stonbraker as the Borough's voting delegate to the 2020 PSAB Annual Conference, to be held at the Hershey Lodge, June 7 – 10, 2020. Motion approved unanimously.

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

Motion moved by Member Roman, seconded by Member Keith to approve Highspire 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 Matesevac, seconded by Member Keith to direct staff to release the February 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 Keith, seconded by Member Thatcher to accept the letter of resignation of Jeffery LeVan from his full-time position with the Highspire Police Department. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Roman to approve the Borough Building HVAC system maintenance agreement with Anderson Mechanical in the amount of \$1,220.00. Member Thatcher abstained from this vote. Motion approved.

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

Executive Session: 7:39 p.m.  
Reconvene: 7:54 p.m.

With no other action to be taken, President Anderson adjourned the meeting at 7:55 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager