

Highspire Borough Council Minutes

February 20, 2018

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

Roll call was taken:

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

Mayor:	Brenda Hoerner
Borough Manager:	John McHale
Assistant Borough Secretary:	Deanna Proctor
Code Enforcement Officer:	Terence Watts
Public Works Superintendent:	Randy Kreider
Sewer Authority Chairman:	Von Hess
Borough Solicitor:	Brian Carter
Borough Engineer:	Jeremy Smith

Junior Council Member, Kaia Alexis Scott, was absent.

Minutes

President Sutch presented the meeting minutes from the January 16, 2018 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Anderson and seconded by Member Roman. Motion approved unanimously.

Financial Reports

President Sutch presented the Treasurer's Report and Financial Statements for the month of January 2018 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 Thompson. Motion approved unanimously.

Mayor's Report

Mayor Hoerner noted that she attended the following meetings and events: 01/17 Met with Mt. Zion Church, Highspire UMC, and Steelton-Highspire Superintendent, Assistant Superintendent and a social worker to discuss the possibility of a community resource center for each community; 01/18 School Board Legislative meeting; 01/19 Administered Oath of Office to William Mortimore with the Highspire Borough Zoning Hearing Board; 01/20 Police Department meeting; 01/23 Dauphin-Lebanon Borough's Association meeting; 01/23 Junior Achievement; 01/30 Junior Achievement; 01/31 Administered Oath of Office to Nick Belfer with the Highspire Borough Authority; 02/03 Attended training in Lancaster on Radiation Readings; 02/06 Junior Achievement; 02/08 School Board Planning meeting; 02/09 Met with Jay Miranda from HHS; 02/13 Junior Achievement; 02/14 Visited businesses in Highspire along with a member of the Highspire UMC; and 02/14 Training for mentor with Harrisburg Promise. Mayor Hoerner noted that she will be working together with Ms. Esposito to schedule time to read to her 3rd grade class. She also noted that while visiting the businesses in Highspire she was able to introduce herself to several additional businesses in town including Charlie Miller with Osage and Larry Geesaman from the lumber yard.

Police Department Report

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

Fire Department Reports

Donald Shenfeld noted that the Fire Department currently has a Sub Sale Fundraiser and Easter Flower Fundraiser. He discussed the fundraiser for a Gun Raffle and noted that tickets are available for purchase. Shirley Sundy stated that the Breakfast with the Easter Bunny and the Easter Egg Hunt will be held on Saturday, March 17, 2018.

President Sutch presented the Fire Chief's Report and Treasurer's report for the month of January 2018 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Anderson and seconded by Member Matesevac. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

Gary Smith lives at 1703 Glenside Drive, Harrisburg, PA and owns the property at 446 Second Street, Highspire, PA. Mr. Smith discussed a letter that he received from the Borough regarding sewer charges for his property. He noted that in the letter it stated that he was being billed sewer for one (1) unit; however, starting in April 2018 he would be billed for two (2) additional units. He asked why he wasn't informed of this when he purchased the property in 2016 and asked why it took so long to find this error. In the letter it stated that the Borough recently became aware that the property had three (3) rental units and not one (1) and a correction was made going forward. Mr. Smith requested that he be given a year before paying the new rate of \$405.00 bi-monthly so he could have time to renovate and rent out an additional unit giving him additional income to be able to afford the rates for the additional units. Discussion followed. John McHale, Borough Manager, noted that Mr. Smith would need to write a letter to Council with his request and it would go before one of the committees to make a recommendation to Council.

Correspondence

PSAB Annual Conference to be held at the Hershey Lodge on June 10-13, 2018.

Committee Reports

Public Facilities – Member Matesevac stated that new brackets were purchased for the banners to hang on the utility poles along Second Street. She also asked that if Members see problems with any properties to please inform Terry Watts, Codes and Zoning Officer.

Sanitation Committee – Member Thompson had nothing to report.

Events Committee – President Sutch asked if any picnic tables were needed to be replaced at the parks. Randy Kreider, Public Works Superintendent, replied that about 6 - 8 benches will eventually need to be replaced. President Sutch stated that she would like the Borough to order two tables a year paid for by the Events Committee until all tables in the Borough are replaced.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman noted that a motion to make a conditional offer to Cody Lyons for the MS4 Coordinator/Highway Supervisor position is on the agenda and also on the agenda is a motion to accept a letter of retirement/resignation from Sgt. Mark Stonbraker.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – Member Anderson noted that he attended the Fire Department Company meeting on February 5th, 2018. He also noted that he received quotes on the air packs which he will review with the committee and report back.

Junior Council Member – Junior Council Member Scott was absent.

Staff Activity Reports

Manager McHale discussed the retirement of Sergeant Mark Stonbraker from the Highspire Police Department and noted that Mr. Stonbraker would like to be retained as a part-time officer and keep his health benefits. Manager McHale discussed two new items that were added to the agenda under New Business. He stated that item i. regarding AEG's request for a ninety (90) day time extension for the zoning review for the Friendship Auto Sales development and item g. a motion to authorize the Personnel Committee to make a conditional offer of promotion to Cody Lyons to fill the MS4 Coordinator/Highway Supervisor position were added to the agenda. Manager McHale also discussed the review by PennDot of the Liquid Fuels funds. He stated that PennDot informed him that the insurance bond levels for Deanna Proctor and him would need to be raised from \$75,000 to \$100,000 since the Liquid Fuels funds are over the current bond amount. Manager McHale noted that he will be attending the PA Chiefs of Police Conference in July 2018 and informed Council that he would not be available to attend one of the Council meetings since the conference will be held the same week.

Terence Watts, Code Enforcement Officer, reminded Council that there will be a Zoning Hearing Board meeting at 6:00 p.m. on February 27, 2018 regarding the property at 601 Second Street, Highspire, PA for a zoning variance for a car lot.

Randy Kreider, Public Works Superintendent, had nothing to report.

Von Hess, Sewer Authority Chairman, noted that the televising of the sewer pipe lines has been postponed until March due to a root issue.

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

Solicitor's Report

Solicitor Carter requested an Executive Session to discuss a litigation matter.

Engineer's Report

Jeremy Smith, Borough Engineer, discussed a memo submitted by Rob Lauriello summarizing a meeting that he and John McHale attended with the County regarding the Flood Mitigation Study and grant strategy options. He noted that the Borough applied for the CFA grant and the CSBG grant; however the CFA grant did not get approved. He stated that the CFA grant is competitive and in high demand. He discussed recommendations from RETTEW. John McHale, Borough Manager, noted that George Conner suggested that the Borough reapply for the state grant. Mr. Smith discussed the different grant options. He noted that some things that Council may want to consider with moving forward are how far Council wants to take the grant applications and what steps Council wants to take next.

John McHale, Borough Manager, discussed a meeting regarding County Redevelopment Properties and the Stormwater Management Fee. He noted that the County will be offering the Borough some properties in the borough that are assessed a fee so they won't have to pay the Stormwater Management Fee. Manager McHale discussed the locations of the properties and stated that, if the borough doesn't want the properties, the County would offer the properties to the surrounding property owners for purchase.

John McHale also discussed the Dauphin County Housing Authority and the argument that they should not be subject to rental inspections for the apartments at 47 Ann Street, Highspire, PA. Codes & Zoning Officer Watts stated that there are no exceptions with regards to the rental inspections. The Housing Authority's argument is that Housing and Urban Development (HUD) did inspections in which 2 – 4 units were inspected. Manager McHale stated that a number of violations were found during Mr. Watts' inspections. Discussion followed.

President Sutch handed out information regarding the Events Committee with a list of events and what the Committee has done. She asked that Council members hand out the information to any citizens that may be interested in volunteering on the Committee and may want to know what the Committee does.

Old Business

None

New Business

Motion moved by Member Hoch, seconded by Member Roman to approve Council Resolution #6-2018, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2011, which include Sewer Administration documents, General Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2011 and Tax Collection and Assessment records, all records prior to 2010. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Anderson to approve a refund in the amount of \$4,697.76, to Herb C. Moore, for property taxes paid on parcel 30-011-032, (apartments at 288 Penn Street) for 2016 and 2017, in excess of the amount due at settlement of tax appeal. Member Hoch and Member Matesevac opposed the motion. Motion approved.

Motion moved by Member Thatcher, seconded by Member Anderson to approve a refund in the amount of \$533.08, to Herb C. Moore, for property taxes paid on parcel 30-011-012, (storage garages on Penn Street) for 2016 and 2017 in excess of the amount due at settlement of tax appeal. Member Hoch, Member Matesevac and Member Thompson opposed the motion. Motion approved.

Motion moved by Member Anderson, seconded by Member Thompson to approve a Proclamation declaring April 2018 as "Pennsylvania 811 Safe Digging Month" in the Borough of Highspire. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Hoch to approve the collective bargaining agreement between the Borough of Highspire and Teamsters Union Local 776. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Thatcher to direct staff to release the February 2018 contribution to the Highspire Fire Department as indicated in the 2018 General Fund Budget. Amount to be paid to the Company \$1,500.00, and \$500.00 retained to cover the cost of Grant development expenses. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to authorize the Personnel Committee to make a conditional offer of promotion to Cody Lyons, to fill the MS4 Coordinator/Highway Supervisor position, upon review and approval by the Solicitor. In addition staff is authorized to begin the process of filling the newly open position. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Matesevac to accept the letter of retirement/resignation of Mark Stonbraker from his full-time position with the Highspire Police Department and approve his request to be retained as a part-time police officer with the Borough. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Roman to approve a request from American Engineers Group (AEG) on behalf of Hicham Cheddani, requesting a ninety (90) day time extension for the zoning review for the Friendship Auto Sales development to be located at the southeast corner of Second and Ligan Streets. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Matesevac to approve payroll and bills for February 2018. Motion approved unanimously.

Executive Session: 8:00 p.m.

Reconvene: 8:36 p.m.

With no other action to be taken, President Sutch asked for a motion to adjourn the meeting. Motion moved by Member Anderson, seconded by Member Thompson to adjourn the meeting at 8:36 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Secretary