

Highspire Borough Council Minutes

March 20, 2018

Council President Sutch called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by President Sutch 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

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
MS4 Coordinator:	Cody Lyons
Borough Solicitor:	Dave DeLuce
Borough Engineer:	Rob Lauriello
Junior Council Member:	Kaia Alexis Scott

Council Member Dorothy Matesevac, was absent.

Minutes

President Sutch presented the meeting minutes from the February 20, 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 February 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 Hoch. Motion approved unanimously.

Mayor's Report

Mayor Hoerner noted that she attended the following meetings and events: 03/01 Literacy Night at the Elementary School; 03/08 Steelton-Highspire School Board meeting; 03/12 Finished the Junior Achievement and began a biweekly time of reading to Ms. Esposito's 3rd grade class; 03/14 Mentoring 7th and 8th grade girls with the Harrisburg Promise Program; 03/14 Filled Easter Eggs; and 03/15 met with 7th – 8th grade math teacher to learn Aleks Math Program. She noted that she will start tutoring in math on Thursday, March 22, 2018. Mayor Hoerner also noted that she is searching for a replacement for a new Junior Council Member to replace Kaia Alexis Scott since she graduates this year.

Police Department Report

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

Fire Department Reports

Dustin Shenfeld noted that the Fire Department will hold a chicken BBQ on Saturday, March 24, 2018 and Blue River Bingo will be holding bingo on April 7, 2018 at the fire house.

President Sutch presented the Fire Chief's Report and Treasurer's report for the month of February 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 February and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

Citizen's Comments

None

Correspondence

A letter from Jeremy Smith, RETTEW, advising us that our Pollutant Reduction Plan is under review by DEP and based on preliminary comments, DEP has increased a number of the standards which may result in additional cost requirements.

A notice from the Department of Transportation that we will be receiving our liquid fuels payment for this year in the amount of \$77,825.14, which is an increase over last year. Borough Manager McHale stated that the money has been received.

A letter from Comcast requesting commencement of the renewal process for the Cable Franchise Agreement.

Harrisburg Area Transportation Study Meetings for April, Technical Committee, Friday, April 13, 2018 – 9:00 a.m. / Coordinating committee Friday, April 27, 2018 – 9:00 a.m.

A letter from the Dauphin County Commissioners notifying the Borough that we were approved for 2017-18 Local Share Grant in the amount of \$57,200, towards the Roadway Rehab Program.

A letter from PennDot informing the Borough that a monitoring review of our Liquid Fuels Fund was conducted and that the Borough was taking all necessary steps to be in compliance.

Committee Reports

Public Facilities – Member Matesevac was absent.

Sanitation Committee – Member Thompson noted that the Committee met on March 13, 2018 at 6:00 p.m. to discuss requests made by citizens regarding the Stormwater Management fee.

Events Committee – Member Roman noted that the Events Committee has been very busy and asked for volunteers.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman welcomed Cody Lyons as the MS4 Coordinator/Highway Supervisor.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – Member Anderson noted that he attended the Fire Department Company meeting on March 5, 2018 and the Fire Department Board meeting on March 19, 2018. He also noted that he will be attending a meeting on March 21, 2018 with the fire department and Plymovent to discuss having an exhaust system installed in the fire department. Member Anderson stated that the exhaust system will attach to the fire trucks to help alleviate soot, carbon monoxide and other pollutants. He noted that Plymovent has applied for grants and has been awarded 87 grants out of the 90 grants that they applied for to pay for the installation of the equipment.

Member Anderson noted that the fire department has requested permission to purchase six (6) air pack cylinders to replace units that have expired or are about to expire soon for their SCBA's. The cost is not to exceed \$2,200. He noted that the cylinders will become Borough Property for the use by the fire department and will be recognized as such on the fire department written inventory; listing the items by serial number and date of expiration and a copy of a complete inventory including all breathing equipment (SCBA) and attachments will be submitted to the Borough. Member Anderson recommended that these cylinders be purchased through the Borough and be paid for using Borough funds out of the General Fund budget, line item 411.500, which includes funds set aside for this purpose.

Motion moved by Member Anderson, seconded by Member Hoch to approve the Fire Department's request to purchase six (6) air pack cylinders to replace units that have expired not to exceed \$2,200. Motion approved unanimously.

Junior Council Member – Junior Council Member Scott had nothing to report.

Staff Activity Reports

Manager McHale discussed new items f., g., h., i., and j. that were added to the agenda.

Manager McHale noted that the State of County Address is going to be held on Tuesday, April 17, 2018; which is the same night at the Council meeting. Manager McHale asked for a motion to reschedule the Council meeting.

Motion moved by Member Anderson, seconded by Member Hoch to reschedule the Tuesday, April 17, 2018 Council meeting to Wednesday, April 18, 2018. Motion approved unanimously.

Manager McHale noted that he received the resignation from part-time officer, Keegan Wenner, who accepted a full-time position with the Middletown Police Department. He also noted that the heating unit has been working over the last few weeks. He stated that the PSAB Conference will be held on June 10 -13, 2018 and he and the Mayor will be attending. Member Hoch asked what the cost was for the repairs to the heating unit. Manager McHale replied that it was around \$8,000.

Terence Watts, Code Enforcement Officer, informed Council that Highspire has a new laundromat at 225 Broad Street. He also noted that he will be installing lights in the Public Works garage on Industrial Road.

Randy Kreider, Public Works Superintendent, discussed upcoming Spring/Summer projects in the Borough.

Von Hess, Sewer Authority Chairman, noted that the televising of the sewer pipe lines is complete and that three problems were found. He stated that on Penn Street there was grease built up, Mary Avenue had two small sags, and on Chestnut Street there were major root issues which caused cracks. He noted that the next project will start the end of this year or beginning of next year to replace the pipes on Chestnut from Steel Alley to Penn Street and from Steel Alley to Broad Street.

Cody Lyons, MS4 Coordinator, thanked everyone for the opportunity and he is happy to be here.

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

Solicitor's Report

Solicitor DeLuce had nothing to report.

Engineer's Report

Rob Lauriello, Borough Engineer, discussed a letter he received from the County indicating that the Borough received \$57,200 from the Local Share Municipal Grant Program. He noted that the grant application was submitted for \$258,500 on four roads in Highspire to include, Klugh Street, Poplar Street, Chestnut Street and Walnut Street; however, the amount of the application that was received was the estimate for Klugh Street. Mr. Lauriello noted that no action is needed at this time; the Borough is waiting on the agreement to come through. He stated that the Borough will need to begin to spend the money received by March 1, 2019. Member Thompson asked if the money had to be spent on Klugh Street or could it be changed. Mr. Lauriello stated that \$57,200 was received and how it's used would be a discussion for Council. Member Anderson asked what Poplar Street came in at. Mr. Lauriello stated that Poplar Street came in at \$69,850. Manager McHale noted that the only restriction is that the Borough would have to stay in the scope of what the Borough asked for. Member Hoch asked if the Borough applied for another grant for Poplar Street. Superintendent Kreider stated that the grant was a low volume grant for stormwater management. Discussion followed regarding the road maintenance and repair in Highspire.

Old Business

None

New Business

Motion moved by Member Thompson, seconded by Member Thatcher to accept the Notice of Bid, for parcel 30-31-032, Klugh Street from the Dauphin County Tax Claim Bureau, in the amount of \$500.00. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Anderson to accept the Notice of Bid, for parcel 30-31-0025, Klugh Street from the Dauphin County Tax Claim Bureau, in the amount of \$500.00. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to deny the request from the Dauphin County Housing Authority asking for a waiver of the inspection requirement under the Borough Rental Inspection Program. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Thompson to approve a request from the Fire Chief of the Highspire Fire Department to update the Company Box System for response to fire, ems and other emergencies. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to direct staff to release the March 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 Hoch, seconded by Member Thatcher to engage the services of the Cohen Law Group to assist in a franchise audit and renewal negotiations with Comcast of South East PA, pursuant to the proposal submitted through the Capitol Area COG, dated March 16, 2018. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Anderson to deny the request from Gary Smith owner of 446 Second Street, appealing staffs decision to begin sewer billing of the second and third apartment units on his property with the April billing cycle. The Sanitation Committee recommends billing to begin April 2018. Motion approved unanimously.

Motion moved by Member Thompson, seconded by Member Thatcher to approve a request from the Treasurer of the Highspire Historical Society asking for a reduction in the fee being charged to the Wilson House Property under the storm water ordinance. The Sanitation Committee recommends the single-family residential fee appropriate to the parcel size, as contained in the ordinance, be charged. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Anderson to deny the request from Dave Rife owner of 253 Walnut Street appealing the stormwater fee for his property. The Sanitation Committee recommends the single-family residential fee appropriate to his parcels, as contained in the ordinance, be charged. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Roman to approve and accept the Police Entry Level Eligibility List 2018, as certified by the Highspire Civil Service Commission at their last meeting on March 15, 2018. Motion approved unanimously.

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

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 7:43 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Secretary