

Highspire Borough Council Minutes

March 21, 2017

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
Borough Solicitor:	Brian Carter
Borough Engineer:	Robert Lauriello
Junior Council Member:	Kaia Alexis Scott

Council Member Dorothy Matesevac was absent.

Minutes

President Sutch presented the meeting minutes from the February 21, 2017 Council meetings and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Roman and seconded by Member Anderson. Motion approved unanimously.

Financial Reports

President Sutch presented the Treasurer's Report and Financial Statements for the month of February 2017 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Anderson and seconded by Member Roman. Motion approved unanimously.

Mayor's Report

Mayor Hoerner noted that she attended the following meetings and events: 02/25 Police Department meeting; 3/2 Webinar – Mayor vs. Council Responsibilities; and 3/20 Basketball fundraiser at the Steelton-Highspire High School. Mayor Hoerner noted that an Intergovernmental meeting between Steelton Borough, Highspire Borough and the School Board is scheduled for March 22, 2017 at 7:00 p.m. .

Police Department Report

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

Fire Department Reports

President Sutch presented the Fire Department Reports for the month of February and asked if there were any questions regarding it. Hearing none, a motion to accept the reports was made by Member Anderson and seconded by Member Hoch. Motion approved unanimously.

Brian Seace, Fire Department Chief, noted that the fire company will be holding the following events: 04/01 Breakfast with the Easter Bunny, 9:00 a.m. – 11:00 a.m.; 4/9 Roast Beef Dinner; 4/21 Bucket Drive and 4/22 Chicken BBQ.

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

David Gierl, 480 Eshelman Street, Highspire, asked how it was decided who collects the Occupational and Per Capita Tax for Highspire and discussed his concerns with using Keystone Collections Group. Manager McHale noted that Capital Tax was collecting the Earned Income Tax; however, less than 35% of the Occupational Tax and Per Capita Taxes were being collected. He noted that Keystone Collections Group is now the Borough's Earned Income Tax collector. He noted that in the past each municipality was able to choose their own Earned Income Tax Collector and now the state mandated that it had to be selected by County. He noted that the delinquent taxes were taking 7 - 10 years to collect so the decision was made to switch over to Keystone Collections Group. He noted that Council voted last summer to change to Keystone Collection Group.

Correspondence

PSAB Annual Conference to be held at the Hershey Lodge on May 7 – 10, 2017. Manager McHale noted that Mayor Hoerner and he are registered for the conference.

A notice from the Department of Transportation that we will be receiving our liquid fuels payment for this year in the amount of \$74,225.59, which is an increase over last year.

Harrisburg Area Transportation Study Meetings for April, Technical Committee, Friday, April 7, 2017 – 9:00a.m./Coordinating Committee, Friday, April 21, 2017 – 9:00 a.m.

Committee Reports

Public Facilities – Member Matesevac was absent.

Sanitation Committee – Member Thompson had nothing to report.

Events Committee – President Sutch noted that the Events Committee has events scheduled for each month up until December 31, 2017. Shirley Sundry introduced Justin Snyder as the new Block Captain and Terri Porter as the Assistant Block Captain.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman had nothing to report but wanted to thank the road crew for the great job they did on the snow removal.

Community Development – Member Hoch noted that in April and May she will present the Citizen of the Year and Business of the Year awards.

Public Safety Committee – Member Anderson noted that on March 6, 2017 he attended the Fire Department Company meeting. Member Anderson asked about the agreement with Royaltown Borough regarding the speed sign. John McHale noted that Brian Carter, Solicitor, is working on the agreement. Member Anderson also noted that the pedestrian signs will be back out in the Spring.

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

Staff Activity Reports

Manager McHale noted that Item f. was added to the agenda regarding a proposal from Steve Gabriel which will be discussed by Rob Lauriello, Engineer, in his report. He noted that he attended a meeting to begin the process of the MS4 Stormwater Study which will be discussed by Rob Lauriello, Engineer, in his report. Manager McHale noted that a PLCB Hearing on the noise exemption was held at the Borough building on Friday, March 17, 2017. He also noted that the Council Workshop scheduled for April 11, 2017 is the same night as the TMI Drill. He noted that the meeting will not be rescheduled and Council books will be handed out to the members. Manager McHale noted that the Civil Service Commission meeting will be held on Thursday, March 23, 2017 at 12:00 p.m.

Code Enforcement Officer, Terence Watts, discussed scheduling an Emergency Management training at the Borough building to discuss the TMI Drill operations, and review the books for any members that are new to the EMA or that would like a refresher on their duties. He noted that he will schedule a date and time for members to meet.

Randy Kreider, Public Works Superintendent, noted that he and Jeremy Smith recently did a review of the roads in the Borough. He also noted that there will be a traffic survey done by the Census Bureau between April and June. John McHale noted that the Census Bureau selected a few roads in the Borough in which they will count cars. Discussed followed.

Von Hess, Sewer Authority Chairman, noted that he and Randy Kreider will be attending the Pennsylvania Municipal Authority Association (PMAA) workshop in early April. He noted that the topic of discussion is regarding legislative and regulatory updates and how it will affect EPA and DEP and how it will eventually affect the borough.

President Sutch presented the Staff Activity Reports for the month of February 2017 and asked for a motion to accept them. Motion moved by Member Roman seconded by Member Thompson. Motion approved unanimously.

Solicitor's Report

Solicitor Carter noted that the PLCB Hearing regarding noise enforcement was submitted on February 23, 2017. He also stated that he should have a decision within 60 days from the date the petition was filed. He then reported that he has requested the exemption be renewed for the longest period of time which would be 5 years. Solicitor Carter remarked that he followed up with Kent Patterson on the status of the lease agreement with the Authority, and that he is still waiting on his comments. Solicitor Carter requested an Executive Session to discuss potential litigation matters.

Engineer's Report

Robert Lauriello, Borough Engineer, noted that the County Commissioners announced the 2016 – 2017 Local Share Municipal Grants, and that Highspire received \$43,152.00 for firefighting equipment.

Robert Lauriello discussed the rate study for the MS4 funding. He noted that there was a kick off meeting on Monday, March 20, 2017 to solicit volunteers for a citizen's committee. He also mentioned that there will be three meetings scheduled in April, May and June to go through the different scenarios and come up with a recommendation for Borough Council. He stated that he hopes to bring that recommendation and presentation to Council in July. He also remarked that John McHale, Von Hess and Randy Kreider are working on pulling some volunteers together.

Robert Lauriello discussed Item f. on the agenda. He stated that the scope and fee proposal from RETTEW is for funding available through DCED for flood mitigation and that RETTEW did some preliminary analysis on a couple of options to mitigate flooding within the Borough. He noted that this was part of the county wide effort that has been ongoing since last year and there are grant opportunities to conduct a more detailed study to determine if the idea is feasible at all and come up with cost estimates to complete the project providing a scope and fee to this to put the grant application together to DCED. He noted that the fee is \$6,400 to put the grant application together and that there is a 15% local match for any funding that is awarded through DCED for this project. He also mentioned that he did some research and determined that the Local Share Municipal Grant Funding and Community Development Block Grant Funding could be used as a local match. He noted that the deadline on the application is May 31, 2017. John McHale stated that any fees would be paid out of the Stormwater Management funds. Discussion followed.

Old Business

None

New Business

Motion moved by Member Hoch, seconded by Member Thompson to approve Council Resolution #7-2017, appointing John McHale as the Borough's voting delegate to the 2017 PSAB Annual Conference, to be held at the Hershey Lodge, May 7 -10, 2017. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve Council Resolution #8-2017, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2010, which include Sewer Administration documents, General Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2010 and Tax Collection and Assessment records, all records prior to 2009. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to advertise Borough Ordinance 611 of 2017, authorizing an intergovernmental agreement between the Highspire Borough Council and the Royalton Borough Council to share in the purchase, use and maintenance of a speed timing sign. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve Resolution #9-2017, approving the actions of the Mayor which include a Proclamation of Snow Emergency on March 13, 2017. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thompson to direct staff to release the March 2017 contribution to the Highspire Fire Department as indicated in the 2017 General Fund Budget. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Roman to move forward with the proposal from Steve Gabriel, RETTEW, to conduct a study, develop and submit a DCED Flood Mitigation Grant Application at a cost of \$6,410.00. If awarded this would require a 15% MATCH to any grant amount awarded. The grant application deadline is May 31, 2017. Motion approved unanimously.

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

Executive Session: 7:58 p.m.

Reconvene: 8:42 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 Roman to adjourn the meeting at 8:43 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Deanna J. Proctor". The signature is written in a cursive style with a large initial 'D'.

Deanna Proctor
Assistant Borough Secretary