

Highspire Borough Council Minutes

April 16, 2019

Council President Sutch called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Mayor Hoerner 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	Christina Keith
	Dorothy Matesevac	

Borough Manager:	Mark Stonbraker
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:	Adam Zie
Borough Engineer:	Rob Lauriello

Minutes

President Sutch presented the meeting minutes from the March 19, 2019 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Matesevac and seconded by Member Anderson. Motion approved unanimously.

Financial Reports

President Sutch presented the Treasurer's Report and Financial Statements for the month of March 2019 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: 03/20 3rd Grade Mentoring; 03/21 Art and Literacy program at the Steelton-Highspire High School; 03/27 3rd Grade Mentoring; 03/27 Steelton-Highspire Steering Committee with the Department of Education; 03/28 Elementary School Stem Night – Highlighting science; 03/29 Attended “A Toast to Emilia” - Benefiting Four Diamonds hosted by PSU Alumni Association; 04/02 RSVP Volunteer Recognition – High School Library; 04/02 2019 Steelton-Highspire High School Class Fundraiser; 04/03 3rd Grade Mentoring; 04/10 3rd Grade Mentoring and 04/16 Steelton-Highspire High School student volunteer in the community event. 05/05 Steelton-Highspire High School Spring Concert and Art Show at 3:00 p.m. in the high school auditorium; 04/19 Highspire First Church of God will be holding a community service at noon and Jerry Feaser is looking for a couple more volunteers to help out at the polls on Tuesday, May 21, 2019.

Police Department Report

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 03/25 Fire Department Board meeting; 03/26 Probation and Parole Region III DUI meeting; 03/26 Fire Department Board of Directors meeting; 03/27 Dauphin County Chiefs of Police Association meeting at Swatara Township; 03/28 Meeting of administrator, teachers, students and parents at the Steelton-Highspire High School to address concerns over culturally insensitive issues arising from the 11th grade practicum assembly entitled “Student Painted Palettes” and 04/04 Fire Department Engine Committee meeting. Events of Interest: 03/28 Police vehicle #1735 has been repaired and was picked up from Hoffman Ford; 04/29 Police vehicle #1734 was taken to 911 Rapid Response to have the markings removed; 04/16 TraCS was installed in all the patrol computers and the MDTs in 1735, 1736 and 1737; 04/16 Police vehicle #1732 was transferred to the new owner, Jorge Gonzalez; 05/07 TMI Drill scheduled and 08/06 National Night Out is scheduled.

President Sutch presented the Police Department Report for the month of March 2019 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 Treasurer's report for the month of March 2019 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 Hoch. Motion approved unanimously.

South Central Emergency Medical Services Report

President Sutch presented the South Central Emergency Medical Services Report for the month of March 2019 and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

Citizen's Comments

None

Correspondence

Notice from In-Synch Systems informing the Police Department of recent changes to NIBRS, SRS and Use of Force reporting in the In-Synch RMS.

Notice from the Pennsylvania Liquor Control Board (PALCB) informing the Borough that Highspire will be receiving a semi-annual (August 1, 2018 – January 31, 2019) license fee return in the amount of \$600.00.

A Notice of overpayment and check in the amount of \$2,184.00 from Cummins Business Services.

Email and letter from RETTEW reference Project No. 039352045 Proposal for the Highway Shed Project.

A letter from PennDOT for Authorization to Proceed with Preliminary Engineering on the SR0230 project and with a preliminary letting date of 09/12/2019.

Email from PSAB concerning our Borough News Magazine subscription. Manger Stonbraker changed the subscription from fifteen (15) copies to five (5) copies.

Notice of Change in Assessment from the Dauphin County Office of Tax Assessment for 508 Second Street.

Notice of Change in Assessment from the Dauphin county Office of Tax Assessment for 6 Oakland Manor.

Received an escrow reimbursement from Computershare which was for electric-arrears at 181 Market Street in the amount of \$2,318.05. Manager Stonbraker request that this money be used toward the purchase of a folding machine.

Dauphin County Treasurer's Office summary of 2019 municipal real estate taxes posted through the period ending March 31, 2019.

Notice of change in assessment from the Dauphin County Office of Tax Assessment for 201 Industrial Road.

Thank you card from Mrs. Becky Bacher addressed to Mayor Hoerner and council President A. Kay Sutch, thanking everyone from Highspire Borough for recognizing her father, Mr. Louis Dalmaso's 100th birthday.

CDBG surveys were mailed to residents of Walnut Street, Chestnut Street and Klugh Street to determine eligibility for proposed community development projects funded by the Dauphin County Community Block Grant Program.

Letter from ISO to Highspire Borough Codes thanking Mr. Watts for his cooperation with a recent survey and analysis of the building codes adopted by the borough and our efforts to properly enforce those codes.

Committee Reports

Public Facilities – Member Matesevac reported that she is working with Cody Lyons to plant flowers in the planters after Mother's Day.

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 thanked Deanna Proctor and Leslie Givler for planning the Easter Egg Hunt.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – Member Anderson reported that he attended the following meetings: 03/25 Fire Department Board meeting; 03/26 Fire Department Board of Directors meeting; 04/04 Fire Engine Committee meeting and 04/08 met with RETTEW along with Manager Stonbraker and Tyler Thatcher to discuss the development and bid specifications for replacing the HVAC system.

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

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

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he attended the following meetings: 03/20 meeting with R.J. Hall to discuss the Police and Non-Uniform Pension Plans; 03/20 Dauphin County Tax Collection Committee; 03/25 met with Leon Finerman from AIA; 04/02 – 04/05 Manger Stonbraker and Cody Lyons attended the Pennsylvania Department of Environmental Protection 16th bi-annual Flood Protection conference and training in State College; 04/05 meeting with Highway personnel, Curt Wilbern and Randy Kreider concerning some Teamsters contract concerns; 04/05 conference call with RETTEW and a representative from Dauphin County Economic Development to discuss changes to the CDBG grant requirements; 04/08 met with RETTEW along with Michael Anderson and Tyler Thatcher to discuss the development of bid specifications for replacing the inoperative HVAC system in the older part of the borough building; 04/08 met with ADP Payroll Services along with Deanna Proctor, Assistant Borough Secretary, to discuss changing Voya 401k plan to another plan which will cost employees less to participate and 04/11 met with Rob Lauriello and Sam Meckley from RETTEW to discuss creating bid specifications and soliciting bids for the flood control study grant. Events of Interest: 04/19 received a \$100.00 donation for the Memorial Park flower flag project; 04/13 Annual Easter Egg Hunt at Memorial Park; Weavers Glass and Building Specialties, Inc. plan on installing the new windows for the Police Department around the end of April; the next HATS meetings are as follows: Technical Committee – Friday, April 12, 2019 at 9:00 a.m. and Coordinating Committee – Friday, April 26, 2019 at 9:00 a.m.; the next Dauphin-Lebanon Boroughs' Association will be held on Wednesday, April 23, 2019 at 6:00 p.m. at Perkins Restaurant on Linglestown road off I-81 and the 2019 CapCOG auction is scheduled for Wednesday, July 17, 2019.

Terence Watts, Code Enforcement Officer, had nothing to report; however, he did discuss the ISO rating.

Randy Kreider, Public Works Superintendent, reported that the off road section of Poplar Street is complete; however, the heavy rain caused some erosion. He noted that on Monday, April 22, 2019 he will contact Jeremy Smith with RETTEW to fix this issue. He also reported that the Department of Economic and Community Development approved the road and the work should begin Monday, April 22, 2019. He stated that due to the rain the completion date of May 1, 2019 for this project will be one week later; however, this will have no effect on the grant.

Von Hess, Sewer Authority Chairman, had nothing to report.

Cody Lyons, MS4 Coordinator, noted that he has been working with the Steelton-Highspire High School students to help with projects in the community. He reported that the students laid mulch at Memorial Park, cleaned the swales on Rt. 230/Eisenhower and painted bleachers.

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

Solicitor's Report

Adam Zie, Solicitor, stated that he had nothing to report.

Engineer's Report

Rob Lauriello, Borough Engineer, updated Members on the Flood Mitigation Study Grant. He reported that he had a conference call with Sandy Orth with the Department of Community and Economic Development to discuss the RFP that the borough has to put out for proposal from engineering firms to perform that study. He noted that RETTEW has been working with Mark Stonbraker, Borough Manger, to help draft the RFP and once that is finalized, the borough can send that out to engineering firms. He also discussed the Mariner II Grant in the amount of \$205,000.00 that the borough received for the Burd Run restoration. He stated that he still has not received the grant paperwork from the state and he isn't sure what is holding it up. He stated that the borough can't do anything on this project until the paperwork is executed and sent back to the Department of Environmental Protection.

Mayor Hoerner introduced and welcomed, Pastor Donté Jones, a new resident in Highspire and the pastor at the Trinity United Church of Christ in Palmyra.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Keith to approve RETTEW Proposal (Project No. 039352045) providing professional services for the Highway Shed Project in the amount of \$4,370.00 which will be paid out of the General Fund (400.323 Engineer). Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Hoch to approve RETTEW Proposal (Project No. 039352046) providing consultation services for the design, bid and construction phases of the HVAC system replacement project in the amount of \$14,700.00 which will be paid out of the General Fund (400.323 Engineer). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Anderson to direct staff to release the April 2019 contribution to the Highspire Citizens Fire Department as indicated in the 2019 General Fund Budget. Amount to be paid to the Company \$2,000.00. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve the final payment of fire department Mid Penn Bank loan for the 2003 Rosenbauer Rescue Pumper in the amount of \$26,385.96. Payment will made out of the Fire Equipment PLGIT account. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approve the publication of Highspire Ordinance No. 617 of 2019 amending Chapter 15 of the Codified Ordinances limiting weekend parking from 5:00 a.m. to 5:00 p.m. on the north side of Broad Street between Chestnut Avenue and Paxton Street to two-hour parking. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Keith to approve the purchase of a folding machine from Infinity Solutions Manufacturing the amount of \$2,400.00 (\$2,600.00 minus \$200.00 for the trade of our old folding machine). Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve the PennDOT installation of "Sharrows" with the SR0230 resurfacing project. The Sharrows are markings which remind drivers to share the lane (2) with bicyclists and will be installed at no cost to the Borough. Motion approved unanimously.

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

With no other action to be taken, President Sutch asked for a motion to adjourn the meeting. A motion was made by Member Anderson, seconded by Member Matesevac to adjourn the meeting at 7:50 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Secretary