

Highspire Borough Council Minutes

April 21, 2020

Held via teleconference

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Thatcher 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:	Absent
Public Works Superintendent:	Randy Kreider
Borough Solicitor:	Adam Zei
Borough Engineer:	Rob Lauriello

Dauphin County Commissioners Chief Clerk, Chad Saylor, discussed item d. under New Business on the agenda, regarding Resolution 2020-10, with Council Members. He reported that with this resolution interest and penalties on real estate taxes will be deferred until the end of the year, after the end of the year interest and penalties will be added. Discussion followed.

Minutes

President Anderson presented the meeting minutes from the March 17, 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 Matesevac. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of March 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 Roman. Motion approved unanimously.

Mayor's Report

Mayor Hoerner reported that on 02/19 she swore in Jenna Charles on the Highspire Borough Authority; 03/28, 04/05, and 04/18 she officiated weddings; 04/02 swore in Bob Gogle as a part-time patrol officer; 04/04 and 04/11 she dressed up as the Easter Bunny and waved to people on Route 230 and she noted that starting on 03/17 she assisted with the daily distribution of school lunches/breakfasts at the Memorial Park Concession Stand.

Police Department Report

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 03/30 CapCOG SAFER Grant conference call. He stated that all other meetings were cancelled due to COVID-19. Safety Director Stonbraker also report the following events of interest: As of March 17, 2020, the Borough of Highspire is still in a declared emergency due to the COVID-19 pandemic. He noted that as of March 23, 2020, the Borough Building and Memorial Park have been closed due to the pandemic and will remain closed until a determination is made the threat of exposure has been mitigated. Safety Director Stonbraker reported that the Borough has received two donations of hand sanitizer from Tattered Flag and Midstate Distillery, Personal Protective Equipment (PPE) was ordered for the police and fire departments and since face masks are in short supply, Jenna and Olivia Charles made cloth face masks for the police department and stated that all proceeds for the masks will be donated to the Citizen's Fire Company #1. He also reported that the Dauphin County Chief's Consortium Testing is still scheduled as follows: Physical Fitness/Agility Test – Saturday, June 6, 2020 and the Written Exam – Saturday, June 13, 2020. He informed Members that the National Night Out has been changed from August 4, 2020 to October 6, 2020.

President Anderson presented the Police Department Report for the month of March 2020 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Fire Department Reports

Shirley Sundy reported that the fire department will be holding a drive through chicken BBQ on Saturday, April 25, 2020 starting at 11:00 a.m. and masks and gloves will be worn. She also reported that the fire department plans to drive engines through the Borough wishing residents a Happy Birthday on their birthday. President Anderson asked if Ann could repost and boost the posts on Facebook for the chicken BBQ. She replied that Ann has been doing this. Ms. Sundy also noted that items that were needed for the fire department have been ordered with their grant money. President Anderson asked if the headsets have been received. Ms. Sundy stated that the headsets were received and have been installed in the engines.

President Anderson presented the Fire Department Treasurer's report for the month of March 2020 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Keith and seconded by Member Sutch. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

None

Correspondence

A thank you card was received from Esther Byrd-Shields for the flowers she received for the passing of her husband.

March 24, 2020 – Email from Capital Tax Collection Bureau advising they are extending the individual Local Earned Income Tax and 1st quarter 2020 estimated payments to July 15, 2020.

March 25, 2020 – Letter from Citizen's Fire Company #1 of Highspire, President Shirley Sundy, informing Council that the June 12 & 13, 2020 Dauphin County Volunteer Fireman's Association Convention has been cancelled.

April 2, 2020 – Email from Dauphin County Election Director Jerry Feaser encouraging the use of "Mail-in" ballots for voters during the Presidential Primary due to the COVID-19 Pandemic.

April 6, 2020 – Upstream regulated substances notification letter from Norfolk Southern Railway.

April 7, 2020 – Email from Doug Brown, Deputy Director Dauphin County Office of Economic & Community Development (DCECD), requesting relief from paying stormwater fees for Redevelopment Authority Properties in the Borough. DCECD is also interested in discussing deeding these properties to Highspire.

April 7, 2020 – Letter from Dauphin County Board of Commissioners asking for support of Resolution 2020-10.

April 8, 2020 – Memorandum from the Dauphin County Tax Collection Committee (TCC) and Keystone Collections Group concerning changes to the tax filing deadlines.

April 8-9, 2020 – Letters were mailed to Dollar General, Naples Pizza, PuraLife LLC, Midstate Distillery & Tattered Flag for their donations of food and hand sanitizer.

April 13, 2020 – Email & letter from Selective Insurance announcing a COVID-19 related premium credit for personal & business auto policies.

Committee Reports

Public Facilities – Member Matesevac reported that she hasn't received an update regarding the repaving of Route 230. She noted that the HATS meeting in April was cancelled and she hopes to have a meeting in May. She also stated that at this time construction is not ready to start on Route 230 and Suez is still working on the roads. Member Matesevac stated that the planters have not been done since she is not able to purchase flowers at this time.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Member 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 had nothing to report.

Safety Committee – Manager Stonbraker had nothing to report.

Maintenance & Repair – Member Matesevac updated Members on quotes she received from Mark Stonbraker on the window replacements. She noted that Hershock has not sent in a bid, Pella's bid was \$5,550.00 for the office and \$4,850.00 for the council room for a total of \$10,400.00, George J. Grove and Son Inc. gave a bid of \$8,795.00 to \$13,015.00. She also noted that she received three (3) bids for the municipal building front door, including the entire door frame and windows. She stated that the bids ranged from \$17,395.00 to \$18,295.00. Manager Stonbraker informed Council that Pyramid will also be submitting a bid for the doors. Member Matesevac noted that a decision can wait until May 2020.

Member Matesevac discussed the bids she received for the baseball dugouts and block wall at Memorial Park. She reported that Kelly Masonry LLC submitted a bid for the block wall for \$1,950.00 and \$2,800 for both roofs on the dugouts, Houck submitted a bid for one dugout at \$6,478.00 and the other dugout for \$5,275.00 and Cumberland Masonry's bid, for the block wall only, was \$4,350.00. Member Thatcher asked for clarification on the pricing for the block wall and dugouts and what it included. Manager Stonbraker stated that he received a check in the amount of \$2,511.00 from Selective Insurance for the damaged wall, which is covered under the insurance. Discussion followed.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he attended the following meetings: 04/01 telephone conference with Adam Zei, Tony Lucido and Randy Kreider concerning the Lower Swatara Township Injunction and current contract agreement; 04/07 met with a representative from George J. Grove & Son for estimates on the windows for the south and west sides of the Municipal Building and between March 24 & April 13, 2020 the Pennsylvania Auditor General Bureau of Municipal Pension & Liquor Control Audits conducted an audit of both the Police and Non-Uniform pension plans. Manager Stonbraker also noted that all other meetings were cancelled due to concerns over the COVID-19 Pandemic and social distancing. He reported the following events of interest: The Dauphin County Tax Committee meeting which was to be held at the Middle Paxton Township Municipal Building on Wednesday, March 18, 2020 at 6:30 p.m. was cancelled and no new meeting date has been set; the next meeting of the HATS Technical and Coordinating Committees have been rescheduled: Technical Committee – Friday, May 1, 2020 – 9:00 a.m. and Coordinating Committee – Friday, May 15, 2020 – 9:00 a.m. Manager Stonbraker informed Council that he and Mayor Hoerner are enrolled to attend the 2020 PSAB Annual Conference & Exhibition scheduled for June 7 -10, 2020 at the Hershey Lodge; however, it has been postponed.

Leslie Givler, Code & Zoning Assistant, was absent.

Public Works Superintendent, Randy Kreider, had nothing to report and asked Council if they had any questions.

Christina Keith, Sewer Authority Chairman, noted that the Authority meeting was held on Thursday, April 16, 2020 via teleconference. She stated that the Mary Alley project was advertised and went out for bid and she also discussed the timeline for the Burd Run Restoration/MS4 project. Member Sutch asked if Lower Swatara Township had been making their monthly payments. Manager Stonbraker replied that the payments from Lower Swatara are current.

President Anderson presented the Staff Activity Reports for the month of March 2020 and asked for a motion to accept them. Motion moved by Member Keith seconded by Member Matesevac. Motion approved unanimously

Solicitor's Report

Adam Zei, Solicitor, updated Members on issues with the litigation. He also noted that an Executive Session will need to be held regarding a personnel matter. He asked Council if they wanted to hold the Executive Session at tonight's meeting or if they preferred to wait until the May meeting. He stated that it was not pressing and did not need to be addressed at tonight's meeting and no action needed to be taken. Members agreed to wait until the May meeting.

Engineer's Report

Rob Lauriello, Borough Engineer, discussed the dog park on Ann Street. He stated that Sam Meckly did some research and found a grant opportunity that could fund the engineering and construction of the dog park. He noted that the grant could fund up to \$250,000.00 with a 15% local match and a \$100 application fee. He noted that the application for the grant is due by May 31, 2020. President Anderson asked if the park was specific to Ann Street. Member Thatcher suggested installing it at Reservoir park. Discussion followed.

Mr. Lauriello noted that he is working with Manager Stonbraker, on the pavilion project, to coordinate their efforts to put together a bid package for the assembly of the pavilion, and to install the pad and sidewalk. He stated that he is ready to proceed with putting the project out for bid.

Old Business

None

New Business

Motion moved by Member Keith, seconded by Member Roman to approve the construction of a dog park which would be paid for with future funding from either a DCNR or GTRP grand award. The location will be determined at a later date. Member Sutch opposed the motion. Motion approved.

Motion moved by Member Keith, seconded by Member Sutch to approve the COSTARS purchase of a Polygon 30' x 44' structure (REK-30 x 44 MR) from General Recreation, Inc. in the amount of \$41,020.00. The structure will replace the current picnic pavilion in Memorial Park which is to be demolished during the Burd Run Stream Bank Restoration Project. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Sutch to direct staff to release the April 2020 contribution to the Highspire Citizens Fire Department 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 endorse Dauphin County Board of County Commissioners Resolution 2020-10 adopting a real estate tax deferral of interest and penalties associated with real estate taxes levied and due upon tax parcels within Dauphin County pursuant to the Third Class County Code, The Local Tax Enabling Act, 53 P.S. subsection 6924.101, et seq., and the General Local Government Code, 53 pa.C.S.A. subsection 8573. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Sutch to approve the relief request by Dauphin County Redevelopment Authority (RDA) and waive stormwater fees for four holdover properties in Highspire Borough whereupon the RDA will agree to deed the properties back to the Borough of Highspire. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman authorizing Borough Manager Mark Stonbraker to being negotiations with representatives of the Dauphin county Office of Community and Economic Development in order to facilitate the transfer and deeding of six (6) RDA properties back to the Borough of Highspire. Motion approved unanimously.

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

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member Keith, seconded by Member Roman to adjourn the meeting at 8:03 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager