

## Highspire Borough Council Minutes

May 19, 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 Mayor Hoerner 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

### Minutes

President Anderson presented the meeting minutes from the April 21, 2020 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 Hoch. Motion approved unanimously.

### Financial Reports

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

### Mayor's Report

Mayor Hoerner reported that on 04/28 and 05/12 she attended a Zoom Meeting regarding the Seniors at the Steelton-Highspire School District. She noted that the graduation has been moved to Saturday, June 6, 2020 and starting at 4:00 p.m. the graduates will parade through the Boroughs of Steelton and Highspire with a police escort.; 05/11, 05/15, and 05/16 she officiated weddings; 05/16 she joined with the VFW to place flags at the memorials and cemeteries of Highspire; and she continues to assist with the distribution of school lunches/breakfasts at the Memorial Park Concession Stand on Monday's and Thursday's. Mayor Hoerner also reported that the Memorial Day services have been cancelled; however, she will be having a Memorial Day Food Drive on Lumber Street and at the Memorial to collect food to help Veterans and their families in need.

### Police Department Report

Mark Stonbraker, Public Safety Director, reported that he attended the following webinars, teleconferences and meetings: 04/22 Dauphin Chief's teleconference and 04/29 meeting with PSP concerning an ongoing investigation in the Borough of Highspire. He also noted the following events of interest: Since March 17, 2020 the Borough of Highspire is still in a declared emergency due to the COVID-19 Pandemic; as of March 23, 2020 the Borough Building and Memorial Park have been closed due to the COVID-19 Pandemic and will remain closed until a determination is made that the treat of exposure has been mitigated; received a generous donation of face masks and hand sanitizer from Mr. & Mrs. Cho who own Chubb's Market; on June 4, 2020 at 12:15 p.m. Dauphin County EMA will be testing all 96 sirens within the 10-mile Three Mile Island emergency planning zone; the Dauphin County Chief's Consortium testing will be held as follows: Physical Fitness/Agility test – Saturday, June 6, 2020 and the Written Exam – Saturday, June 13, 2020 and the Nation Night Out has been changed from August 4, 2020 to October 6, 2020.

Member Sutch asked if the Governor makes the decision of when the Borough reopens the office building and parks or is it because we are still in the red zone. President Anderson stated that if we started opening parts knowing we are still in the red as long as we are still in the red. Manager Stonbraker noted that the Borough will remain closed until the county moved to yellow, we still have to follow certain guidelines. Solicitor Zei replied that it is Governor Wolf's decision and if and when we move to yellow, there will be guidelines from the Center for Disease Control (CDC) and Department of Health guidelines to follow.

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

### **Fire Department Reports**

President Anderson thanked the Citizen's Fire Company #1 for all their hard work and effort to raise funds over the past couple of months during the pandemic.

Frank Egritz, Chief, reported that the fire company made 280 chicken halves at the chicken barbeque, which sold out in an hour. He also noted that at last weekend's roast beef dinner they made 180 lbs. of beef and it was sold out by noon. Chief Egritz stated that the engine that was out for repair is back at the fire house. He noted that the cost to repair the radiator was \$2,700.00 and it also needed new batteries so the price may increase. He reported that Engine 55 is still down and will require a lot of work to fix and the cost to fix it would be more than the engine is worth. He stated that at this time the fire company has Engine 55-1 and Engine 91 in use.

Shirley Sundy noted that with all the dinners to raise funds there is about \$5,100.00 in the General Fund. Ann Tripp stated that at the Company meeting members discussed having another chicken barbeque at the end of June offering pre-sales. Ms. Sundy also noted that a bucket drive is planned to be held on June 19, 2020. She stated that Manager Stonbraker is looking into this date.

President Anderson reminded the fire company to let Manager Stonbraker know of any bucket drives so that he can get approval from the State since it is a state road. Ms. Tripp noted that all bucket drives have been approved except for the June bucket drive.

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

### **South Central Emergency Medical Services Report**

President Anderson presented the South-Central Emergency Medical Services 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.

### **Citizen's Comments**

Shirley Sundy stated that she attended a conference call with the Highspire United Methodist Church and members decided to bypass the yellow stage and wait until the green phase is in affect to reopen the church. She noted that the pastor will still continue to have Sunday services online.

### **Correspondence**

May 1, 2020 – Email from the FOP Lodge #78 President Jason Reber and the State FOP Lodge announcing Act-17, 2020 was unanimously passed by the Pennsylvania House of Representatives and Senate. The act provides protection for law enforcement and other first responders if they were to become infected with the COVID-19 virus.

May 13, 2020 – Received a copy of Citizen's Fire Company #1 of Highspire President Shirley Sundy's resignation effective May 31, 2020.

April 14, 2020 – Update for PSAB concerning Legislation to address municipal meetings during an emergency declaration, property tax deadlines and local government meetings.

April 22, 2020 – Email Stephen Libhart, Director & EMC Dauphin County Department of Public Safety with information on Senate Bill 1110, with an amendment that would require the Department of Health, for the duration of the governor's emergency Declaration, to release data of confirmed cases of communicable diseases to 911 centers, law enforcement, fire and EMS personnel, with 24 hours of receiving the information.

April 24, 2020 – Letter from Keystone collections Group advising they have temporarily paused some of their delinquent tax recovery efforts.

April 24, 2020 – Letter to Chubb's Market, 13 Roop Street, thanking them for their generous donation of face masks and latex gloves.

April 24, 2020 – Refund check from PSAB for the cancelled annual conference.

Received a thank you card from Leslie Givler for the flowers that were sent by the Borough.

### **Committee Reports**

Public Facilities – Member Matesevac reported that she will be purchasing flowers to place in the planters sometime this week. Member Matesevac stated that while walking through town she noticed a lot of properties that are in need of some work. She asked that with the current Code Officer out of the office, when someone would be hired to help with that position. President Anderson stated that the Personnel Committee is currently working on hiring a temporary person to fill the position as Administrative Assistant/Codes & Zoning Officer. Assistant Borough Manager Proctor noted that she, along with WWTP Superintendent Kreider, posted notices of violations on thirty-two (32) properties. Member Sutch asked if she could call Ms. Proctor with a list of properties to verify that they received a notice. President Anderson stated that a list could be emailed to Ms. Proctor. Member Matesevac stated that there are no updates on the road construction. She noted that she tried to reach Mike Keiser of PennDOT by phone and email to get a definite start date, but was unable to reach him.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Member Sutch had nothing to report.

Finance Administration – Member Thatcher asked when is the next scheduled event in Highspire. Member Sutch stated that the next event is the Car Show in September; however, due to COVID-19 it may be cancelled. Member Thatcher asked about the dog park and asked if it would be going into a committee. Discussion followed.

Personnel – Member Roman noted that the Personnel Committee conducted an interview, on May 19, 2020, with Debbie Ebersole for the temporary part-time position as Administrative Assistant and Codes & Zoning Officer.

Motion moved by Member Roman, seconded by Member Keith to make a conditional offer of employment for the temporary part-time Administrative Assistant and Codes & Zoning Officer position to Debbie Ebersole. This position will be for thirty (30) hours per week and continue until Leslie Givler is able to return to her position. Motion approved unanimously.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson thanked the Fire Department for putting together a parade on May 6, 2020 for Jenna Charles, a Highspire resident. He also reported that on May 10, 2020 he attended the Fire Department Company meeting and on May 12, 2020 he attended the Fire Department meeting with an emergency board meeting in between to discuss what the best approach would be regarding the fire engine.

Safety Committee – Manager Stonbraker had nothing to report.

Maintenance & Repair – Member Matesevac reported that she had quotes and recommendations for the new door and windows. President Anderson stated that the committee should meet and discuss before making recommendation to Council. Member Thatcher agreed that he would like the committee to meet to review all quotes and then make a recommendation to Council. Member Matesevac discussed quotes she received for the repair of the dugout. Member Thatcher asked if the dugout could just be removed and install a bench in its place. Discussion followed.

Motion moved by Member Matesevac, seconded by Member Sutch to approve the demolition of both dugouts at the Memorial Park baseball field. Motion approved unanimously.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that he attended the following webinars, teleconferences and meetings: 04/23 RETTEW teleconference with Rob Lauriello and Jeremy Smith to discuss the Reservoir Dog Park Project; 04/30 Benecon teleconference – “COVID-19 Effects on Health Plans”; 04/30 PSAB teleconference – “Disaster Relief Funding Tools for Your Community During COVID-19; 04/30 meeting with Randy Kreider, Cody Lyons and Teamsters representative Ron Hicks concerning Mr. Lyons’ request for leave under the Families First Coronavirus Response Act (FFCRA); 05/05 PSAB teleconference – “Public Assistance Emergency Protective Measures Grant Reimbursement Program”; 05/05 Personnel Committee meeting; and 05/06 PSAB teleconference – “Managing Municipal Finances During an Emergency Declaration”. He also noted the following events of interest: On Saturday, June 6, 2020 between 4:00 p.m. and 4:30 p.m. there will be a parade through town for the graduating seniors of Steelton-Highspire High School; the next meeting of the HATS Technical and Coordinating Committees have been rescheduled – Technical Committee – Friday, June 12, 2020, 9:00 a.m. and the Coordinating Committee – Friday, June 26, 2020, 9:00 a.m.; the Tax Collection Committee meeting scheduled for May 20, 2020 has been cancelled and rescheduled for June 17, 2020 at 6:30 p.m. The location will be in the Middle Paxton Township municipal building; and the CapCOG auction for July is still a go.

Leslie Givler, Code & Zoning Assistant, was absent. Manager Stonbraker along with Assistant Manager Proctor have been issuing permits.

Public Works Superintendent, Randy Kreider, had technical difficulty and was unable to give a report.

Christina Keith, Sewer Authority Chairman, noted that the Authority meeting is scheduled for Thursday, May 21, 2020 via teleconference. She stated that the Mary Alley project is moving forward and received seven (7) bids have been received. Moving from NPDES permit renewal, sanitary sewer permit expires April 30, 2021.

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

### **Solicitor’s Report**

Adam Zei, Solicitor, discussed item e., under New Business, on the agenda regarding “Massage Parlors” in the Borough. Discussion followed. He also updated Members on the School District Litigation. He noted that Middletown and Steelton-Highspire School Districts have filed their petitions for the allowance of appeal to the supreme court and at this point it is in the hands of the Supreme Court to determine if they will even hear the appeal since this was appealed by request, not by right.

### **Engineer’s Report**

Rob Lauriello, Borough Engineer, discussed item f., under New Business, on the agenda accepting the bid for installation of the new pavilion at Memorial Park. He noted that five (5) bids were received and his recommendation and the lowest bidder is East Coast Contracting. Member Sutch asked what the time frame was to complete the pavilion. Mr. Lauriello replied that they are working towards the end of July to the beginning of August to complete this project.

### **Old Business**

None

### **New Business**

Motion moved by Member Thatcher, seconded by Member Keith to approve Highspire Borough Council Resolution 15-2020 providing for continuing of March 17, 2020 Declaration of Disaster Emergency by the Mayor of Highspire Borough due to a public health emergency related to the COVID-19 (Coronavirus) Pandemic. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution 16-2020 in support of Senate bill 1340 and House Bill 1272 enabling all Municipal Police to use the same motor vehicle speed-timing equipment as the Pennsylvania State Police. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to direct staff to release the May 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 Matesevac, seconded by Member Keith to approve the publication of advertisements for the 3 – 6-month temporary position of Administrative Assistant & Codes and Zoning Officer. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve the publication of Highspire Borough Ordinance #626 of 2020 regulating the operation of “Massage Parlors” within the Borough to protect the public health, safety and welfare of the residents, property owners, business owners and visitors to the Borough. Motion approved unanimously.

Motion moved by Member Sutch, seconded by Member Keith to accept the bid for the installation of the new pavilion at Memorial Park by East Coast Contracting, Inc. in the amount of \$41,120.00. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher 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 Matesevac, seconded by Member Keith to adjourn the meeting at 8:18 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager